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MAINE STATE
GOVERNMENT
ANNUAL REPORT
1978 - 1979

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A Compilation of
Annual Reports of
State Departments and Agencies

Published at
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1979

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Bureau of the Budget

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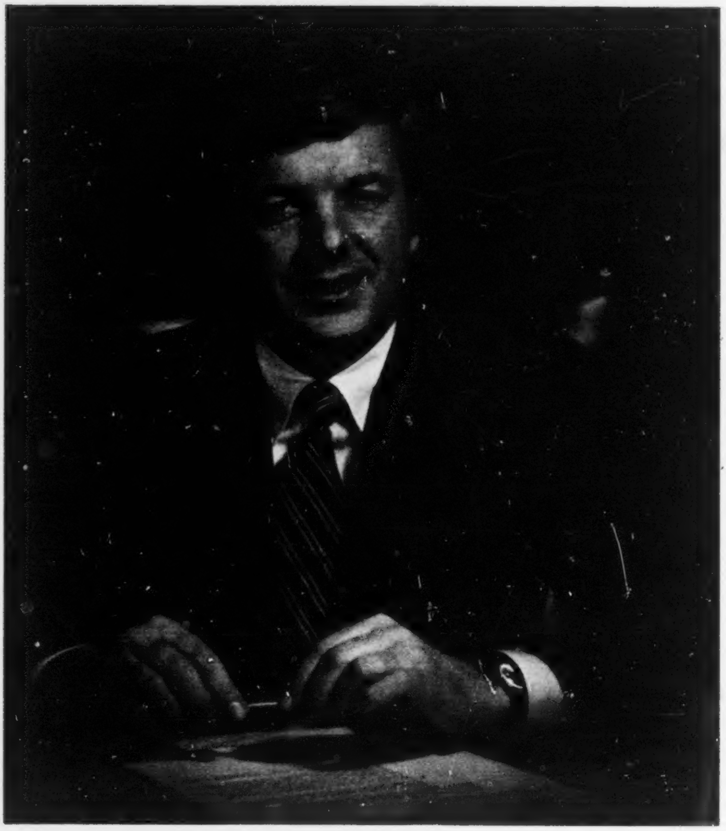
The text of the Maine State Government Annual Report is meant to be a lightly-edited narrative report of the organizational units of state government and is not intended as legal authority either for judicial notice or legal citation.

MAINE STATE GOVERNMENT ANNUAL REPORT

1978 - 1979

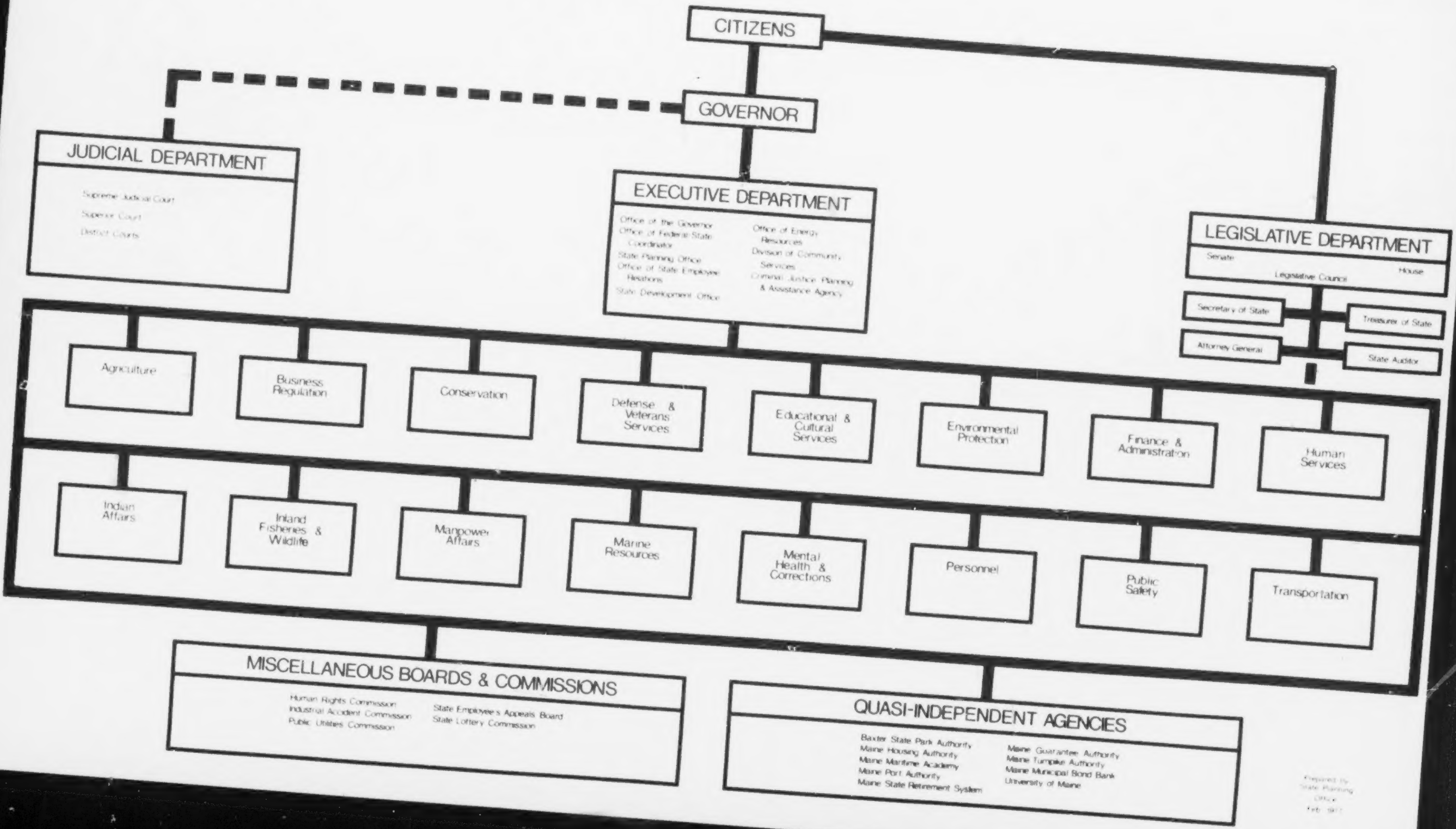


Joseph E. Brennan
Governor of Maine

STATE OF MAINE
ORGANIZATION CHART OF STATE GOVERNMENT

Based on Elective or Appointive Line of Authority

Major State Agencies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Prepared by
State Planning
Office
Feb. 1977

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FOREWORD

The *Maine State Government Annual Report* is compiled and published by the Bureau of the Budget on behalf of the Governor pursuant to the Maine Revised Statutes, Title 5, Chapter 3, Sections 43-46. It documents, in convenient reference form, the administrative and financial structure, activities and accomplishments of the agencies of the State Government. In accordance with legislative intent, it replaces a profusion of costly annual or biannual reports independently published by State departments and agencies, and it establishes a new accountability with respect to many agencies, boards and commissions not previously subject to reporting requirements.

This *Maine State Government Annual Report* reflects the scope and diversity of Maine State Government operations during the fiscal period covered by this report.

The mass of reports accumulated by the Bureau of the Budget have been edited and revised as necessary to conform to statutory requirements and the overall report concept. As presented in this report, they are grouped in eight sections consistent with the State Policy Areas established by the Bureau of the Budget in conjunction with development of the State's program-oriented budget. Each of these sections or Policy Areas encompasses the reports of functionally-related State agencies, with those of major departments appearing first, each followed by reports of its divisions and subdivisions, and finally followed by reports of authorities, boards, commissions, committees and other agencies which are essentially free of administrative ties.

Individual reports of departments, their principal subdivisions, and other agencies generally feature seven basis elements of construction, as follows:

1. Identification Summary
2. Purpose
3. Organizational Background
4. Program
5. Licenses, Permits, etc.
6. Publications
7. Finances, Fiscal Year

This form of construction is used wherever possible in all reports. However, in view of certain inconsistencies and questions which may arise concerning nomenclature, the following discussion of terms and report construction may be of assistance to the serious reader.

IDENTIFICATION SUMMARY. This section "headlines" the report of each agency and serves to identify the agency, its executive officers, central office location and telephone number. Specific items appearing in the agency heading, which may require some interpretation, include the following:

Year Established: This is usually the year in which the agency was created as a statutory or administrative entity, despite a subsequent change of name. If at some point in time, the agency experienced a major reorganization in terms of administrative structure, purposes or functions, the year in which this occurred is considered the year established.

Sunset Review Required by, or, Sunset Termination Scheduled to Start by: This date is established by the recently enacted "Maine Sunset Act" found in 3 MRSA Section 501-511. It is assumed that such review, or scheduled start of termination has been, or will be, implemented as of the date which appears in the Act. As dates in the Act are repealed, replaced or amended by the Legislature, this data element will reflect such change.

Maine State Government Reference Manual Data:

Policy Area. There are 8 broad areas of emphasis under which all activities of State Government are categorized. Each organizational unit reported in the Maine State Government Annual Report, the State Budget Document, and the Maine State Government Reference Manual is assigned to the Policy Area which most appropriately identifies the prevailing nature of its legislation.

Each of the 8 Policy Areas has been assigned a name and a 2-digit number as follows:

00	General Government	04	Manpower
01	Economic Development	05	Natural Resources
02	Education and Culture	06	Public Protection
03	Human Services	07	Transportation

Umbrella. In order to make the list of some 330 organizational units manageable, they have been classified by the relationship between them. This was done by two criteria:

a) Each State *Department, the (Office of) Commissioner of Personnel, the Public Utilities Commission, Maine Maritime Academy, and the Board of Trustees University of Maine* was assigned a different *2 digit number* and each unit which was, by law, determined to be a part of one of these was assigned to *that* 2 digit "umbrella" number. Thus all units carrying an "01" *in front of their 3 digit unit number* are part of the Department of Agriculture, for example.

Each of these Umbrellas has been assigned a name and a 2-digit number as follows:

01	Department of Agriculture
02	Department of Business Regulation
04	Department of Conservation
05	Department of Educational and Cultural Services
06	Department of Environmental Protection
07	Executive Department
08	Department of Finance and Administration
09	Department of Inland Fisheries and Wildlife
10	Department of Human Services
11	Department of Indian Affairs
12	Department of Manpower Affairs
13	Department of Marine Resources
14	Department of Mental Health and Corrections
15	Department of Defense and Veterans Services
16	Department of Public Safety
17	Department of Transportation
26	Department of Attorney General
27	Department of Audit
28	Treasury Department
29	Department of The Secretary of State
30	Legislative Department
40	Judicial Department
60	(Office of) Commissioner of Personnel
65	Public Utilities Commission
75	Maine Maritime Academy
78	Board of Trustees University of Maine

b) The many independent units—*not* a part of the umbrellas listed above—were assigned *to one of 5 two digit umbrella numbers* which helped to classify the units in terms of the prevailing nature of their statutory or other authority or relationship to State Government. Thus umbrella "90" identifies those that "Regulate", "92" those that "Advise", etc.

Each of these Umbrellas has been assigned a name and a 2-digit number as follows:

90	Independent Agencies—Regulatory
92	Independent Agencies—Advisory
94	Independent Agencies—Other
98	Independent Agencies—Interstate Compact
99	Independent Agencies—Not Part of State Government

Unit. Each State Government organizational unit created by the Constitution, Statute or Private and Special Law has been assigned a different *three (3) digit number.* Each unit created by a special Legislative Order or by Executive Order of the Governor—or, in a few cases, by other acceptable authority—has been assigned its *parent's 3 digit unit number* PLUS *a letter.*

Unit Citation. Reported here is the legal citation which created the organizational unit. When one locates this citation in the appropriate document, one should find additional data relating to its purpose, authority and membership close by. If such a citation appears in the Statutes, that is the entry used since it has closer proximity to additional meaningful data than, for example, a Constitutional citation.

Average Count—All Positions and *Permanent Legislative Count.* One, both or neither of these items may appear in the heading, depending on whether or not the information was provided in the agency's original report. Where neither are included, the agency generally has no paid employees. The *Average Count—All Positions* as reported by the agency is the average count of employees on the payroll of the agency, paid out of any and all funds. The *Permanent*

Legislative Count, where applicable, is the number of permanent positions reported by the agency as authorized to it in the Appropriation Acts, passed by the Legislature for the time frame covered by this Report. In general, an average count which exceeds Legislative count may usually be attributed to contractual or federally-funded positions which do not require Legislative approval.

Organizational Units. Listed under this heading are all organizational units, both statutorily and administratively-created, which are an integral part of the agency. Most of these organizational units are either discussed in the accompanying text or are presented separately in a successive report.

PURPOSE: This is a brief expression of the agency's overall objective, purpose or mission. Any revision was based insofar as possible on the original statement of the agency as contained in its report but modified to make the sentence structure more continuous. This section also outlines the primary responsibilities of the agency as specified by statute or expressed in other legal instruments which authorize the agency to perform certain functions or conduct certain activities. There is no attempt to state the full extent of any agency's powers and duties which are often interspersed throughout the law. One interesting aspect of the laws relating to the Executive Branch is that the statutes seldom confer powers of the State upon administrative units, but rather upon administrative officials. This is reflected in many reports where a department or agency created by statute is indicated as functioning solely through the authority vested in its executive head. There are some reports, however, where this distinction is not noted.

ORGANIZATION. It is characteristic of the State Government to exist in an organizational flux as it is modified and altered by each successive Legislature and each Administration to meet contemporary needs for programs and services. This section offers some clarification of the past and present administrative position of each principal agency in the hierarchy of Maine State Government in an effort to minimize confusion caused by name-changing, establishment, abolishment, transfer and merger of agencies and their subdivisions. While such organizational shuffling has occurred since Maine became a state in 1820, it may be observed that two major reorganizations have tended to shape the State Government of today, one taking place in 1931 and the other, just recently, in the period from 1971 through 1973. Their impact on the organizational development of each agency is highlighted in this section along with other significant administrative and organizational details. The organizational background information is based upon that contained in original agency reports, but greatly expanded and authenticated through use of the *Maine Revised Statutes Annotated, 1964,* as amended, the *Public Laws of the State of Maine,* and *Agencies of Government, State of Maine, 1820-1971,* published by the Maine State Archives.

PROGRAM. Although the identification, administration and organization of State agencies are significant to the purposes of this report, an account of their specific activities and accomplishments during the past fiscal year is fundamental. It is intended that the program of each agency be reproduced essentially as authorized in its original report; however, various standard editing policies have become necessary. Material presented in an outline or catalogue format was rewritten in narrative form; reference to particular personalities and strong editorial comment were deleted as were vigorous pleas for increased funding and additional personnel; acronyms were researched and, wherever possible, their representations substituted; abbreviated or improper agency and institution names were corrected; and other grammatical and remedial changes were made as necessary to promote maximum clarity and readability and maintain a factual, objective approach without altering the context of the original material.

At the departmental level, the program summary generally consists of a broad review of overall departmental activity, with details provided in the reports of component organizational units which follow. Several departments are unique in that they embrace a number of somewhat autonomous units under the general administrative direction of an executive head. In such instances, the department's program summary may be comprised solely of the reports of its component units.

LICENSES, PERMITS, ETC.: Many state agencies issue licenses, permits, registrations or certificates. This heading is an attempt to assemble such information in a broad-interest document.

PUBLICATIONS. This section provides an opportunity for an agency to make known additional information concerning its programs and products, by listing its available publications.

FINANCES, FISCAL YEAR. Financial data relating to agency operations during the past fiscal year is presented in the form of a financial statement indicating all agency resources and expenditures by category and type of fund.

This data is generated from the Bureau of Budget's computer-based *PLA-BAC* system supplemented by data not included in the State's accounting system or not carried in sufficient completeness as to present a useful picture. Examples of the latter are the University of Maine and the Maine Maritime Academy. Data relating to enterprise-type accounts reflects only those resource and expenditure elements which are included in the work program process.

Resources indicated on the statement include all those known to be appropriated, allocated or otherwise available to an agency to support its operation. Expenditures of the agency are indicated by fund and line category detail in general accordance with the State's accounting system. Some categories are split and some are combined in an effort to meet what is interpreted to be the intent of the Annual Report law.

The chief administrative unit of each department-type umbrella will have two financial statements: one which records the summary of all resources and expenditures for the umbrella; and one for those resources and expenditures relevant only to the operation of the chief administrative unit.

Since the *PLA-BAC* system deals with "rounded" whole dollars some small dollar differences will exist between this report and the Financial Report issued by the State Controller.

• • • •

This *Maine State Government Annual Report* is the culmination of a joint effort to produce an understandable documentation of the structure and operations of Maine State Government during a particular year in its history. It has been an attempt to create a factual, objective and definitive reference of permanent value in a manner, hopefully, in keeping with the spirit and intent of the law and in the interests of promoting greater comprehension of the workings of the State Government and its responsibility and responsiveness to the public it serves. How closely this report achieves these objectives is left to the judgement of those who will use it.

THE EDITOR

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GUIDE TO ORGANIZATIONAL UNIT CHANGES:
Abolishment, Creation, or Renaming

Organizational units of Maine State Government are not static entities. As time passes decision-makers readjust unit structures to reflect new missions, or the completion of a unit's usefulness. Thus, some units are dissolved, and others are created, renamed, or occasionally, combined. Hopefully the following listings will aid in tracing the organizational lives of those recently altered units, and through the umbrella/unit number provide the key for background research in previous documents.

Organizational Units Recently Abolished. The repeal of an authorizing or creating citation does not necessarily imply that the performance of a unit's functions and responsibilities have ceased altogether. Several actions could have transpired. For examples, the services may still be performed by administrative direction, or the Legislature may have reassigned the functions.

Still other units may have been created with an established life span as a component of their authorizing legislation.

Organizational Units Whose Names Have Been Changed. These units will be in the Index by the new name, umbrella and unit number.

Organizational Units Which Have Been Recently Created. These units will be included in this section if the unit became operational during the report year; or if it was created during the year but did not become effective until the following fiscal year (90 days after the close of the Legislative session for example.)

The following listings are irrespective of the Sunset Law which has established termination and/or review dates for the majority of Maine State Government units. The assigned Sunset date will be found in the heading of each unit as appropriate.

ABOLISHED ORGANIZATIONAL UNITS

UM Unit Number	*Unit Name*	*Citation*
01 337	Maine Food and Farmland Study Commission	P&SL 1977 Ch 65
94 049	Commission to Revise Statutes Relating to Juveniles	P&SL 1975 Ch 101

NEWLY CREATED or RENAMED* ORGANIZATIONAL UNITS

UM Unit	*Unit Name*	*Citation*	*Date*
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12 181	Apprenticeship and Training Council, State (Formerly: Maine State Apprenticeship Council)	26 MRSA Sect 1004	Sep 1979*
02 302	Auctioneers Advisory Board	32 MRSA Sect 271	Sep 1979
30 300	Canadian Legislative Advisory Commission, Maine—	3 MRSA Sect 227	Jul 1978
30 299	Canadian Legislative Advisory Office, Maine	3 MRSA Sect 223	Jul 1978
12 168C	CETA, Office of Maine	Exec Order FY 80 # 1	Jul 1979
90 202	Cost Review Board, Health Facilities	22 MRSA Sect 353	Jul 1978

01 024	Dairy Promotions Board, Maine (Formerly: Maine Milk Tax Committee)	36 MRSA Sect 4503	Sep 1979*
99 430	Eastern States Exposition, Maine Trustees Advisory Board	7 MRSA Sect 403	Jun 1979
05 093	Education, Advisory Committee on Medical	20 MRSA Sect 2277	May 1978
94 372	Education Finance Commission	PL 1977 Ch 711	Apr 1978
07 102N	Employee Relations, Governor's Office on	Exec Order FY 79 # 8	Mar 1979
12 168A	Employment and Training Council, State	Exec Order FY 79 # 14	May 1979
90 347	Energy Efficiency Building Performance Standards	5 MRSA Sect 1414	Sep 1979
90 424	Energy Testing Laboratory, Board of Directors of the	10 MRSA Sect 9102	Sep 1979
09 143	Guides and Trip Leader's Curriculum Board, Junior Maine (Formerly: Junior Guide Examining Board)	12 MRSA Sect 7302	Jan 1980*
92 434	Hazardous Materials Advisory Board	25 MRSA Sect 256	Mar 1978
99 427	Indian Housing Mortgage Insurance Committee	30 MRSA Sect 4786	Jun 1979
07 102P	Judicial Appointments, Governor's Select Committee on	Exec Order FY 79 # 5	Mar 1979
92 410	Juvenile Code, Committee to Monitor Implementation	15 MRSA Sect 3601	Jun 1979
07 112A	Juvenile Justice Advisory Group	Exec Order FY 80 # 4	Oct 1979
92 340	Lobster Advisory Council	12 MRSA Sect 6462	Sep 1979
07 102U	Management Task Force, Governor's	Exec Order FY 80 # 8	Oct 1979
07 102Q	Manpower Development, Governor's Commission on Mental Health	Exec Order FY 79 # 7	Mar 1979
10 369	Marijuana Therapeutic Program) Participation Review Board (to	22 MRSA Sect 2405	Sep 1979
07 102L	Marketing and Information Committee	Exec Order FY 78 # 13	Feb 1978
07 102S	Municipal Advisory Council, Governor's	Exec Order FY 79 # 11	May 1979
92 417	Nuclear Generation Facilities, Joint Select Committee on	P&SL 1979 Ch 59	Sep 1979
12 168B	Occupational Information Coordinating Committee, Maine	Exec Order FY 79 # 13	Aug 1978
02 381	Oil and Solid Fuel Burner Technicians Licensing Board (Formerly: Oil Burner Men's Licensing Board)	32 MRSA Sect 2351	Sep 1979*
90 040	Real Estate Continuing Education Committee	32 MRSA Sect 4115B	Sep 1979

30 303	Retirement System, Joint Select Committee to Study the Maine State	P&SL 1979 Ch 63	Oct 1979
17 243	Transportation, Bureau of Public	23 MRSA Sect 4206	Jun 1979
92 363	Transportation Advisory Committee, Public	23 MRSA Sect 4206	Jun 1979
07 102R	Vacation-Travel Council, Maine	Exec Order FY 79 # 10	Apr 1979
92 418	Water Protection Commission, Ground	P&SL 1979 Ch 43	Sep 1979
07 102T	World Trade, Governor's Advisory Committee on	Exec Order FY 80 # 7	Oct 1979

STATE
POLICY **00**
AREA

General Government

Legislative Department

Department of the Attorney General
Department of Audit
Treasury Department
Department of the Secretary of State

Executive Department

Judicial Department

Department of Finance and Administration

(Office of) Commissioner of Personnel

Other Independent Agencies, Boards and Commissions
Including: State Lottery Commission
(Board of Trustees) Maine State Retirement System

GENERAL GOVERNMENT

LEGISLATURE

JOSEPH SEWALL, PRESIDENT OF THE SENATE
JOHN L. MARTIN, SPEAKER OF THE HOUSE

Central Office: *Telephone:* Senate 289-3604
House 289-3384
Location: Statehouse, Augusta *Floor:* 3
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1820

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 30; *Unit:* 260; *Unit Citation:* Maine Constitution, Article IV

Average Count—All Positions: 39 (non-session), 105 (during session)
Permanent Legislative Count: 23

Organizational Units:
Senate
House of Representatives
Legislative Council
(Office of) Legislative Administrative Director
(Office of) Director of Legislative Research
Legislative Information Office
(Office of) Legislative Finance Officer
Law and Legislative Reference Library
(Office of) Legislative Staff Assistants
The Office of Constituent Services (inactive)

PURPOSE: "To make and establish all reasonable laws and regulations for the defense and benefit of the people of this State, not repugnant to this Constitution, nor to that of the United States."

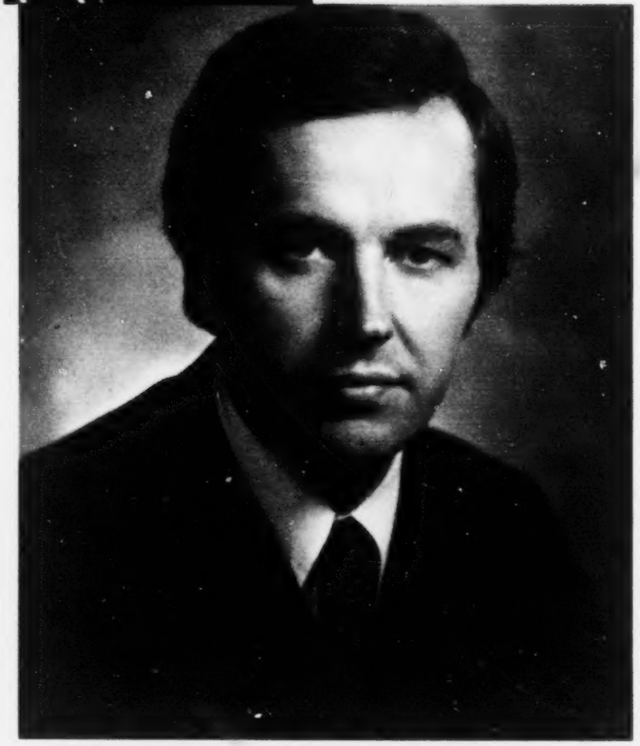
Maine Constitution, Article IV,
Part Third, Section 1

ORGANIZATION: The present organization of the Legislature of Maine is determined largely by the Constitution of Maine, by Maine Statutes, and by the legislative rules. At present, the Senate consists of 33 members, each of whom is elected from a single member district; and the House of Representatives consists of 151 members, each of whom is elected from a single member district. The Legislature is organized into 19 Joint Standing Committees by joint rule, and is also organized into a number of select committees. Current Joint Standing Committees are: Agriculture, Appropriations and Financial Affairs, Audit and Program Review, Business Legislation, Education, Election Laws, Energy and Natural Resources, Fisheries and Wildlife, Health and Institutional Services, Judiciary, Labor, Legal Affairs, Local and County Government, Marine Resources, Public Utilities, State Government, Taxation, Transportation, and Aging, Veterans, and Retirement.

PROGRAM: The 109th Legislature met in the first regular session from January 3, 1979, to June 15, 1979. During this session the Legislature considered 1,687 bills and 477 joint orders and resolutions.

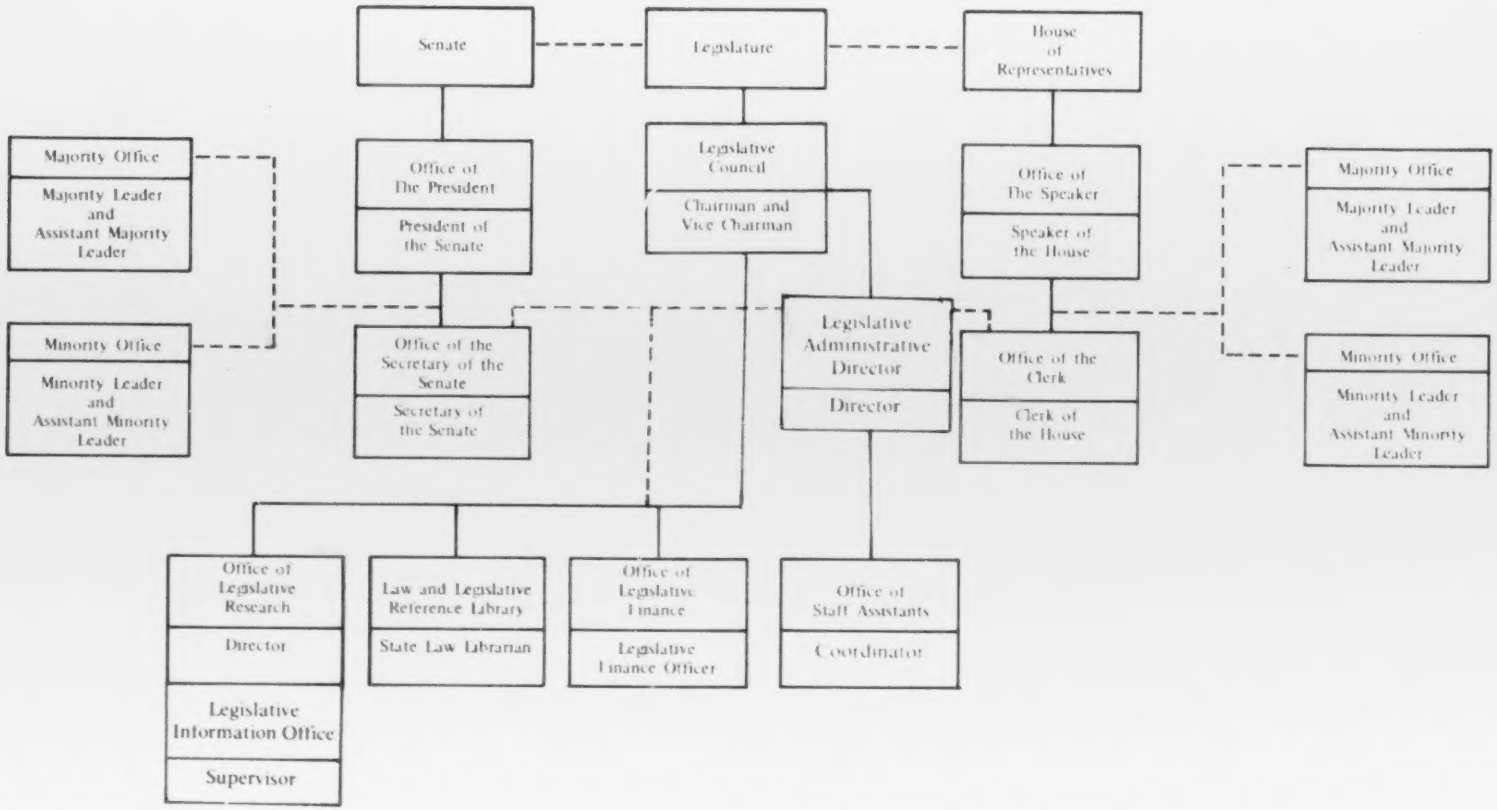
The first regular session enacted 592 public laws, 62 private and special laws, and 30 resolves. The legislative documents considered by the Legislature covered a wide range of subjects. Among the legislation enacted were a bill to increase the minimum wage, a bill to revise the fish and wildlife laws, a bill establishing a uniform probate code, several bills related to energy conservation, several bills related to economic development, and a large assortment of housekeeping measures. The Legislature recommended one constitutional amendment for approval by the people of Maine. This amendment provides for removing the literary requirements pertaining to voting eligibility.

Joseph Sewall
President of the Senate



John Martin
Speaker of the House
of Representatives

ORGANIZATION CHART
MAINE STATE LEGISLATURE


Senate
Legislature
House of Representatives
Majority Office
Majority Leader and Assistant Majority Leader
Office of The President
President of the Senate
Legislative Council
Chairman and Vice Chairman
Office of The Speaker
Speaker of the House
Majority Office
Majority Leader and Assistant Majority Leader
Minority Office
Minority Leader and Assistant Minority Leader
Office of the Secretary of the Senate
Secretary of the Senate
Legislative Administrative Director
Director
Office of the Clerk
Clerk of the House
Minority Office
Minority Leader and Assistant Minority Leader
Office of Legislative Research
Director
Legislative Information Office
Supervisor
Law and Legislative Reference Library
State Law Librarian
Office of Legislative Finance
Legislative Finance Officer
Office of Staff Assistants
Coordinator

CONSOLIDATED FINANCIAL CHART FOR FY 79
LEGISLATURE

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	539,187	535,187	4,000			
Bal Brt Fwd— Encumbered	51,010	51,010				
Revenue—Private Sources	2,000		2,000			
Legislative Approp/Alloc	4,110,160	4,110,160				
Adjustment of Balance Fwd	—1,893	—1,893				
Transfers—Non-Federal $	18,538	18,538				
TOTAL RESOURCES	4,719,002	4,713,002	6,000			
EXPENDITURES						
Salaries and Wages	1,964,689	1,964,689				
State Share of Retirement	194,019	194,019				
Prof Service, Not By State	33,283	27,605	5,678			
Other Prof. Serv., By State	71,159	71,159				
Travel Expenses, In-State	650,536	650,536				
Travel Expense, Out-State	37,158	37,158				
Utilities	101,144	101,144				
Rents	15,926	15,926				
Repairs	24,484	24,484				
Insurance	86,148	86,148				
General Operating Expense	817,968	817,968				
Other Supplies	75,147	75,147				
Grants to Pub & Priv Orgs	43,020	43,020				
Misc. Grants to Individual	37,200	37,200				
Equipment Purchases	13,144	13,144				
Trans to Gen-Fund Sta-Cap	322		322			
TOTAL EXPENDITURES	4,165,347	4,159,347	6,000			

The inauguration ceremony for the Governor, held during joint session of the Legislature, was conducted outside of the State House, continuing the break in tradition begun in the previous administration. The Augusta Civic Center provided great accessibility to the public and the news media for this governmental event.

It is also of interest to note that a Republican-controlled joint convention elected a Democrat and three Republicans as Constitutional Officers, marking the first time that the controlling party did not elect all the officers from among its members.

PUBLICATIONS:

109th Legislature, State of Maine: 1979 Senate and House Registers.

Contains the State Constitution, Joint, Senate and House Rules, a Directory of Senators and Representatives, committee assignments and memoranda. (Prepared by the Secretary of the Senate and the Clerk of the House.)

FINANCES, FISCAL YEAR 1979: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

SENATE

JOSEPH SEWALL, PRESIDENT OF THE SENATE

MAY M. ROSS, Secretary of the Senate

Central Office: *Telephone:* 289-3601
Location: Statehouse, Augusta *Floor:* 3
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1820 *Statutory Authority:* Maine Constitution, Article IV, Part Second

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 30; *Unit:* 261; *Unit Citation:* Maine Constit., Art. IV, Part Sec.

Average Count—All Positions: 2 *Permanent Legislative Count:* 0

PURPOSE: The Senate may originate all bills except bills for the raising of revenue (Maine Constitution, Article IV, Part Third, Section 9) and may amend bills for the raising of revenues providing that the amendment is not in fact used to introduce a new bill for the raising of revenue.

The Senate is the upper House of the Maine Legislature and passed bills are usually acted upon by the Senate last before they are sent to the Governor.

The Senate, by the Constitution of Maine, Article IV, Part Second, Section 7, has the sole power to try all impeachments under the Constitution of the State of Maine.

The Senate is the sole judge of the qualifications of its own members, determines its own rules for Senate proceedings, may alone punish its own members, keeps a journal of its proceedings and has the power to imprison persons who are not Senators for contempt.

By Constitutional Resolution, passed during the regular sesion of the 107th Legislature and adopted by the people in November, 1975, the Senate is the final confirming body for a number of gubernatorial appointments formerly confirmed by the Executive Council.

ORGANIZATION: The Senate as a Constitutional Body has remained constant in its form of organization since its establishment in 1820.

The Senate consists of no less than 31 nor more than 35 members, each one elected from a Senatorial District for a term of 2 years with no limitation upon the number of terms which a Senator can serve. A Senator must be a citizen of the United States for at least 5 years prior to his election, be a resident of Maine for at least one year prior to his election, be a resident of his Senate District for at least 3 months prior to his election, continue to be a resident of that district during his term and be at least 25 years of age when he is elected.

The Constitution of Maine requires that the Senate be reapportioned every 10 years, by the Senate itself, or if the Senate fails to act within the required time, by the Supreme Judicial Court. The Supreme Judicial Court in March, 1972, reapportioned the Senate.

The Senate elects a President, who presides over its proceedings, a Secretary, and an Assistant Secretary of the Senate. The individual political parties in the Senate elect their own leaders and assistant leaders. By statute, (3 MRSA 168), the leadership of the Senate is permitted to hire its own assistants.

PROGRAM: The Senate convened for the First Regular Session of the 109th Legislature on Wednesday, January 3, 1979. During this session there were introduced into the Senate 403 Acts, 14 Resolves, 4 Constitutional Resolutions, 170 Joint Orders, 9 Joint Resolutions, and 398 proposed amendments. During this session, the Senate considered a total of 1,687 legislative documents.

In the First Regular Session of the 109th Legislature, the Senate approved Joint Standing Committee recommendations to confirm the following gubernatorial nominations: a Commissioner of the Department of Agriculture, a Superintendent of the Bureau of Banks and Banking, a Commissioner of Business Regulation, a Superintendent of the Bureau of Consumer Protection, an Active Retired Judge of the District Court, one member of the State Board of Education, one member of the State Employee Appeals Board, a Labor Representative to the Employment Security Commission, 2 members to the Board of Environmental Protection and a Commissioner of the Department of Environmental Protection, a Commissioner of the Department of Finance and Administration, 2 members to the Health Facilities Cost Review Board, a Commissioner of the Department of Human Services, a Commissioner of the Department of Inland Fisheries and Wildlife, a Superintendent of the Bureau of Insurance, a Commissioner of the Department of Manpower Affairs, a Commissioner of the Department of Marine Resources, a Commissioner of the Department of Mental Health and Corrections, a Commissioner of the Department of Personnel, 1 member of the State Personnel Board, a Commissioner of the Department of Public Safety, a Chief of the Maine State Police, 2 members of the Board of Trustees of the State Retirement System, 1 Superior Court Judge, a Commissioner of the Department of Transportation, 2 members of the Board of Trustees of the University of Maine, and 1 member of the Workers Compensation Commission. The Senate failed to override the recommendation of the Committee on Energy and Natural Resources and the nomination of a Commissioner of the Department of Conservation was denied. The Senate was in session 101 days. The Honorable Joseph Sewall, President of the 109th Maine Senate, declared the Senate adjourned sine die at 5:03 p.m. on Friday, June 15, 1979.

The First Senate Confirmation Session of the 109th Maine Legislature was held on August 3, 1979, and the Senate approved Joint Standing Committee recommendations to confirm the following gubernatorial nominations: a Commissioner of the Department of Conservation, a Commissioner of the Department of Educational and Cultural Services, 2 members of the Board of Environmental Protection, 1 member of the Health Facilities Cost Review Board, 7 members of the Labor Relations Board, a Supreme Court Justice, an Active Retired Justice of the Supreme Judicial Court, and 2 members of the Board of Trustees of the Maine Maritime Academy.

PUBLICATIONS:

Senate Advance Journal and Calendar (Daily; Free)

Legislative Public Hearing Schedule (Weekly; Free)

Legislative Record (Horseblanket); (Daily; Free)

Senate and House Register (Biennially; Free; lists Legislators; Senate, House and Joint Rules; Committees; Staff; and Press; and includes the Constitution of Maine)

Maine State House and Maine Senate Chamber (Free)

"How a Bill Becomes a Law" (Free—printed in conjunction with the League of Women Voters)

"This is Your Legislature" (Free—printed in conjunction with the League of Women Voters)

FINANCES, FISCAL YEAR 1979: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

HOUSE OF REPRESENTATIVES

JOHN L. MARTIN, SPEAKER OF THE HOUSE
EDWIN H. PERT, Clerk of the House

Central Office: *Telephone:* 289-2866
Location: Statehouse, Augusta *Floor:* 3
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1820 *Statutory Authority:* Maine Constitution, Article IV, Part First

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 30; *Unit:* 262; *Unit Citation:* Maine Constit., Art. IV, Part First

Average Count—All Positions: 2 *Permanent Legislative Count:* 0

PURPOSE: The House of Representatives is the lower house of the Maine Legislature.

The House of Representatives has, by Article IV, Part Third, Section 9 of the Maine Constitution, the sole power to originate bills for the raising of revenue, and, by Article IV, Part First, Section 8 of the Maine Constitution, has the sole power to impeach, although impeachments are tried in the Senate.

The House is the sole judge of the qualifications of its own members, determines its own rules for House proceedings, may alone punish its own members, keeps a journal of its proceedings, and has the power to imprison persons who are not House members for contempt.

ORGANIZATION: The basic constitutional organization and functions of the House of Representatives have remained constant since its establishment in 1820.

The House of Representatives consists of 151 members elected from single member districts for terms of 2 years with no limitation upon the number of terms which a Representative can serve. A Representative must be a citizen of the United States for at least 5 years prior to his election, have been a resident of Maine for at least one year, have been a resident of his election district for 3 months prior to the election and continue to be a resident of that district during his term and be 21 years of age when he is elected.

The Constitution of Maine requires that the House of Representatives be reapportioned by the House itself or, if this is not done within the required period of time, by the Supreme Judicial Court. In March, 1974, the Supreme Judicial Court reapportioned the Legislature.

The House elects a Speaker, who presides over its proceedings, a clerk and assistant clerk. The individual political parties in the House elect their own leaders and assistant leaders. By statute (3 MRSA 168) the leadership of the House is permitted to hire its own assistants.

PROGRAM: The House convened its first regular session of the 109th Maine Legislature on Wednesday, January 3, 1979. During the session it considered 1,687 legislative documents and 273 House-sponsored Joint Orders. House members submitted 734 proposed amendments to the Clerk for reproduction prior to consideration by the House of Representatives during the session.

The House adjourned from the first regular session on June 15, 1979 after meeting for 101 legislative days. The second regular session of the 109th Maine Legislature will be convened on Wednesday, January 2, 1980.

PUBLICATIONS:

House Advance Journal and Calendar—(published on each Legislative day during regular and special session). Available to the public at no charge.

Weekly Legislative Report—(published weekly during regular or special sessions). Edited by the Clerk of the House. Lists all bills printed. Also lists bills enacted and resolves finally passed. Available to the public at no charge.

Weekly Legislative Calendar—(published weekly when the Legislature is not in session). Edited by the Clerk of the House. Lists meetings of Legislative committees and the subjects these committees are considering. Also lists meetings of commissions which include legislators in their memberships. Scheduled meetings of public bodies of interest to legislators are included. Available to the public at no charge.

Senate and House Registers—(published biennially). Lists all legislators with key biographical information, addresses, license plate numbers, districts, etc. Includes Maine Constitution, Joint Rules, House and Senate Rules, Committee Rosters. Available to the public at no charge.

House Roster and Seating Arrangement—(published annually). Edited by Clerk of the House. Lists all home and capitol addresses and phones of members of the House. Contains photos of House members and sources of information on the legislative process. Available to the public at no charge.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

LEGISLATIVE COUNCIL

SENATOR RICHARD H. PIERCE, CHAIRMAN
REPRESENTATIVE JAMES E. TIERNEY, Vice Chairman

Central Office: *Telephone:* 289-2101
Location: Statehouse, Augusta *Floor:* 3
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 30; *Unit:* 263; *Unit Citation:* 3 M.R.S.A., Sect. 161

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The powers and duties of the Legislative Council are currently set out in 3 M.R.S.A., §162, and in Joint Rules of the 108th Legislature 14, 18, 21, 24, 26, 27, 28, 35 and 39. These powers and duties are summarized as follows: to approve and prepare all legislative budgets; to establish salary schedules; to administer the assignment of work to the Legislative committees when the Legislature is not in session; to administer oaths, issue subpoenas, compel the attendance of witnesses, and other supportive functions for the Superior Court relative to civil actions; to perform management functions for the Legislative Department (for example to assess means of improvement, select critical staff positions, establish operating policies, exercise financial control, provide for appropriate facilities, etc.); and lastly to serve as the intergovernmental coordinating agency on behalf of the Legislature. The Council furthermore performs any such duties that may be assigned to it by the House of Representatives and the Senate.

ORGANIZATION: The Legislative Council, which replaced the former Legislative Research Committee, was established in 1973 in its current form. At present the Legislative Council consists of 10 members, 5 of whom are Senators and 5 of whom are Representatives. The 5 Senators are the President of the Senate, the Majority Floor Leader, the Assistant Majority Floor Leader, the Minority Floor Leader and the Assistant Minority Floor Leader. The 5 Representatives are the Speaker of the House, the Majority Floor Leader, the Assistant Majority Floor Leader, the Minority Floor Leader and the Assistant Minority Floor Leader. The Council Chairman and Vice-Chairman are elected by the Legislative Council.

PROGRAM: During FY 79, the Legislative Council held 12 formal meetings. Among the matters dealt with at these meetings were: acceptance and referral of study reports by joint standing and select committees; approval or disapproval of committee per diem and travel requests; coordination of the efforts of the various legislative staff agencies; coordination of the 109th Legislatures' Pre-legislative Conference; and monitoring of the State's revenues and expenditures.

During September of 1978 the 108th Legislature was called into special session, and the Legislative Council screened proposals by legislators seeking to introduce legislation into the special session. The Council also received and referred to the joint standing committees for review, state agencies' sunset justification reports.

Following convening of the 109th Legislature the Council selected its new chairman and vice-chairman. During this first regular session the council screened numerous requests from legislators seeking to introduce legislation after the cloture deadline. The Council also approved a legislative employees pay plan which gave salary increases to the legislative staff.

PUBLICATIONS: See entries under each individual legislative staff agency report.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

LEGISLATIVE COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	539,187	535,187	4,000			
Bal Brt Fwd— Encumbered	4,785	4,785				
Revenue—Private Sources	2,000		2,000			
Legislative Approp/Alloc	3,445,697	3,445,697				
Adjustment of Balance Fwd	692	692				
Transfers—Non-Federal $	—25,750	—25,750				
TOTAL RESOURCES	3,966,611	3,960,611	6,000			
EXPENDITURES						
Salaries and Wages	1,652,076	1,652,076				
State Share of Retirement	157,073	157,073				
Prof Service, Not By State	33,267	27,589	5,678			
Other Prof. Serv., By State	71,159	71,159				
Travel Expenses, In-State	648,289	648,289				
Travel Expense, Out-State	32,073	32,073				
Utilities	95,695	95,695				
Rents	12,244	12,244				
Repairs	24,010	24,010				
Insurance	79,581	79,581				
General Operating Expense	568,048	568,048				
Other Supplies	44,484	44,484				
Misc. Grants to Individual	37,200	37,200				
Equipment Purchases	12,094	12,094				
Trans to Gen-Fund Sta-Cap	322		322			
TOTAL EXPENDITURES	3,467,615	3,461,615	6,000			

(OFFICE OF) LEGISLATIVE ADMINISTRATIVE DIRECTOR

WILLIAM H. GARSIDE, LEGISLATIVE ADMINISTRATIVE DIRECTOR

Central Office: *Telephone:* 289-2491
Location: Statehouse, Augusta *Floor:* 2½
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 30; *Unit:* 264; *Unit Citation:* 3 M.R.S.A., Sect. 162

Average Count—All Positions: 15 *Permanent Legislative Count:* 15

Organizational Units:
Office of Legislative Assistants

PURPOSE: The duties and responsibilities of the Legislative Administrative Director as set out in 3 MRSA §163 are:

1. To act as executive officer of the Legislature when it is not in session and unless the Legislature shall otherwise order, he shall, with the cooperation of the Secretary of the Senate and the Clerk of the House of Representatives have custody of all legislative property and material, arrange for necessary supplies and equipment through the State Bureau of Purchases, arrange for necessary services, make all arrangements for incoming sessions of the Legislature, have general oversight of chambers and rooms occupied by the Legislature and permit State departments to use legislative property. He shall, with the approval of the President of the Senate and the Speaker of the House, dispose of surplus or obsolete material through the continuing property records section of the Bureau of Public Improvements. he also must approve accounts and vouchers for payment. A perpetual inventory of all legislative property shall be maintained under the supervision of the Legislative Council and an accounting thereof shall be made to the Legislature upon its request.
2. To coordinate, subject to the control of the council, the activities of the offices of the Director of Legislative Research, the Legislative Finance Officer, the Constituent Service Officer, the State Law Librarian, the Senate Secretary, the House Clerk and such other legislative agencies and offices as may be created by the Legislature.
3. To act as a vehicle through which the several agencies, departments and offices of the Legislature may report to the council their budget requests, personnel and supply requirements and to assist the council in the orderly disposition of these requests.
4. To be responsible for implementing policy resulting from decisions of the council.
5. To prepare such reports as are required of the council and maintain minutes of the regular meetings of the council.
6. To appoint staff assistants to the Legislature, with the consent of the council who shall be chosen without reference to party affiliations and solely on the basis of fitness to perform the duties to be assigned to them.
7. To undertake such other duties as are assigned by the council.

ORGANIZATION: The position of Legislative Administrative Director was established by chapter 590 of the Public Laws of 1973. The position remained vacant until November 20, 1975, when the Legislative Council appointed the present director to a 7-year term as Legislative Administrative Director beginning November 24, 1975.

Office of Legislative Assistants. As the result of a study recommending the use of professional staff for legislative committees, the 106th Legislature by joint order in January, 1973, authorized the hiring of six non-partisan legislative assistants. The Office of Legislative Assistants was established by a policy directive of the Legislative Council. The Council directs the Office through the Legislative Administrative Director. The Council has appointed a Coordinator of Legislative Assistants, who plans and coordinates the work of the staff, recommends applicants for appointment as legislative assistants, and hires clerical employees.

The Office of Legislative Assistants operates on a non-partisan, permanent basis to provide assistance to the Legislative Council, interim committees, individual legislators, and all joint standing committees, except the Appropriations Committee.

During the legislative sessions, legislative assistants are assigned as staff to specific joint standing committees. Services offered to the committees include providing analysis of legislation before the committees, drafting bills and amendments, preparing research materials on topics of interest to the committees and monitoring the effect of enacted legislation.

When the Legislature is not in session, the assistants carry out the studies requested by the Legislative Council or ordered by the Legislature. The assistants work with the committees on these studies, providing research, preparing reports and drafting legislation. In addition, the office does research for individual legislators and assists the Office of Legislative Research in drafting bills for legislators.

PROGRAM: At the direction of the Legislative Council, the Legislative Administrative Director has coordinated the efforts of legislative staff offices and agencies during FY 79, including the first regular session of the 109th Legislature. In addition, he has advised the Council on staff needs and requests, has served as coordinator for the Legislative Council on grant applications and administration, has advised the Legislature on expenditures by joint standing committees for legislative studies and on consultant recommendations concerning changes to the legislative process in an attempt to increase efficiency, and has carried out other assignments given to him by the Legislative Council.

Chapter 683 of the public laws of 1977, "An Act to Revise the Maine Sunset and State Agency Rules Law," requires the Legislative Administrative Director to provide staff to implement legislative review of agency rules, subject to the approval of the Legislative Council, and also requires him to evaluate the program of legislative review from time to time, but not less often than February 1st of even-numbered years. This chapter became effective on March 29, 1978.

Office of Legislative Assistants. During the first session of the 109th Legislature, 11 assistants served 18 of the 19 joint standing committees and the Joint Select Committee on Correctional Institutions, and in the prior interim period completed reports on 35 studies for 19 joint standing committees and 4 joint select committees.

PUBLICATIONS: The following list is illustrative of reports prepared by the Office of Legislative Assistants for the Legislature. There is no charge for these reports which are available to libraries, government agencies and offices and the general public.

1. Mental Retardations Services, report of the Health & Institutional Services Committee, January, 1977.
2. The Administration and Operation of The Maine Turnpike, report of the Transportation Committee, January, 1978.
3. A Solution to the Problem of Property Taxation in the Unorganized Territory, report of the Taxation Committee, December, 1977.
4. Analysis and Alternatives to The Maine Tax Limitation Committee's Proposed Constitutional Amendment, 1978.
5. Interim Education Finance Commission, 1979.
6. Report of the Joint Select Committee on Marine Resources, 1979.
7. Study and Report of Marketing Activities of The Department of Marine Resources, 1979.
8. Forest Resources of Maine, 1978.
9. Property Tax Exemptions, 1979.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

(OFFICE OF) LEGISLATIVE FINANCE OFFICER

RONALD H. LORD, LEGISLATIVE FINANCE OFFICER
BENT SCHLOSSER, Assistant Legislative Finance Officer

Central Office: *Telephone:* 289-2491
Location: Statehouse, Augusta *Floor:* 2½
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1962

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 30; *Unit:* 265; *Unit Citation:* 3 M.R.S.A., Sect. 162

Average Count—All Positions: 7 *Permanent Legislative Count:* 9

PURPOSE: The Office of Legislative Finance gathers factual information concerning the fiscal affairs of the State for the Joint Appropriations and Financial Affairs Committee of the Legislature to use in formulating appropriations proposals; examines appropriation requests made by state government executive agencies and others; conducts program evaluations as approved; and aids the Legislative Council in helping the Legislature or any committee of the Legislature in making independent determinations on fiscal matters.

The Office of Legislative Finance also provides staff support for the Joint Legislative Committee on Appropriations and Financial Affairs; the Joint Standing Committee on Audit and Program Review for the Maine Sunset Act; and provides support services in the payment of legislative salaries and for the reimbursement of legislative expense accounts.

ORGANIZATION: The position of Legislative Finance Officer was first established in 1962 by PL 1961, c. 411. He was then, as now, a nonpartisan appointee whose appointment depended entirely on fitness to serve. The duties were essentially the same as they are at present, except that the Officer was directed to assist the Legislative Research Committee, instead of the Legislative Council which later succeeded it, in enabling the Legislature to form an independent judgment in financial matters.

Later statutes provided for a 7-year term for the Legislative Finance Officer, appointment of an Assistant Legislative Finance Officer, subject to the approval of the Legislative Council, and made the Legislative Finance Officer responsible to the Legislative Council for the performance of his duties.

In 1977, the Legislature authorized additional staff to provide for a program review capability with the Legislative Finance Office.

In addition to the Legislative Finance Officer and the Assistant Legislative Finance Officer, the Office of Legislative Finance also employs a budget analyst, 2 program analysts, and 2 secretaries.

PROGRAM: During FY 79, the Office of Legislative Finance assisted the Joint Standing Committee on Appropriations and the Legislative Council in completing several studies on financial policy and budget matters. In addition to providing this staff assistance, the Legislative Finance Office continued its routine duties of processing and paying joint committee and Legislator expenses involved in carrying out legislative studies. The Legislative Finance Office also continued the annual publication of its Compendium of State Fiscal Information.

During the first regular session of the 109th Legislature, the Legislative Finance Office performed 3 main functions: First, a careful review of the financial impact upon state revenues and expenditures of every piece of proposed legislation. Second, the provision to the Legislature and to the Joint Standing Committee on Appropriations and Financial Affairs of carefully evaluated estimates of present and future revenues of the State, combined with present and expected expenditures. Third, the initial preparation of many of the appropriations bills submitted for introduction into those sessions. This financial review of proposed legislation was manifested in the fiscal notes attached to bills receiving a favorable report from a committee, in the testimony provided by the Legislative Finance Office before Joint Standing Committees of the Legislature and in the budgetary expertise and advice rendered to the Appropriations Committee while that committee was formulating proposed legislative appropriations for the current biennium. The provisions of estimates of revenues and expenditures was a continuing service provided to the Legislature and to the Appropriations Committee enabling them to properly evaluate the financial policy of the State. The effort put into drafting appropriations bills was evident not only in many of the original bills submitted for introduction, but also in the numerous amendments to those bills and in the committee new drafts of appropriations bills which were reported out of the Appropriations Committee.

Program Review Division. The program review division carried out an evaluation of the Marketing Division in the Department of Marine Resources at the request of the Joint Standing Committee on Marine Resources. It also provided staff support for the Joint Standing Committee on Audit and Program Review as the committee began evaluating the 66 programs scheduled for its review in 1979 under the Maine Sunset Act.

In addition to these functions, the Legislative Finance Office continued providing staff services for the payment of legislative salaries and for the checking and reimbursement of legislative expenses of the joint committees and of individual Legislators while the Legislature was in session.

PUBLICATIONS: Compendium of Fiscal Information: Publication #10, Nov. 1978 (Free, available on request)

FINANCES, FISCAL YEAR 1979: The expenditures of this unit are, by administrative decision, included with those of the Legislative Council.

(OFFICE OF) DIRECTOR OF LEGISLATIVE RESEARCH

DAVID S. SILSBY, DIRECTOR
BRIAN K. BLAISDELL, Assistant Director

Central Office: *Telephone:* 289-2101
Location: Statehouse, Augusta *Floor:* 2½
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1947

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 30; *Unit:* 267; *Unit Citation:* 3 M.R.S.A., Sect. 162

Average Count—All Positions: 12 *Permanent Legislative Count:* 12

Organizational Units:
Office of Legislative Information

PURPOSE: Many of the responsibilities of the Director of Legislative Research are set out by statute in Title 3, section 164 of the Maine Revised Statutes Annotated.

In addition to these statutory duties, the Director serves, under the authority of the Joint Rules of the Legislature, as a final processing point for all legislation before it is introduced into the Legislature, and as clerk of the Standing Committee on Bills in the Second Reading for both the House and the Senate, a duty which involves examining and correcting all legislation on matters of form prior to engrossment in either House.

The Director of Legislative Research, working with the Office of Legislative Information and with the Legislative Indexer, has been directed by the Legislative Council to develop computer technology for fast, accurate dissemination of information on the legislative process and on legislative enactments. The Legislative Information Office therefore maintains and continues to modernize its computerized bill status system, a system which tracks each piece of legislation from its introduction into the Legislature to its final disposition. In addition, the Legislative Indexer both provides a consistent series of indexes for session enactments and for the Legislative Record, and maintains the Title and Section program which eliminates duplication and costly conflicts in pending legislation.

ORGANIZATION: The Legislature created the (Office of) Director of Legislative Research in 1947 (P.L. 1947, c. 392, sec. 25, VII and section 26), when it combined the Office of Revisor of Statutes, created under P.L. 1931, c. 210, with the function of administrator for the Legislative Research Committee, which was an outgrowth of the Tompkins Investigating Committee of the early 1940's. The Director was appointed by the Legislative Research Committee, was chosen "without reference to party affiliations," and was appointed to a 6-year term.

In 1957 the Director was authorized to appoint, with the approval of the Legislative Research Committee, an assistant director, technical assistants, and, subject to the Personnel Law, clerical assistants (PL 1957, c. 397).

In 1973, with the establishment of the Legislative Council and the abolition of the Legislative Research Committee (PL 1973, c. 590), the Director of Legislative Research was required to be appointed by the Legislative Council and to be responsible to it. Both the director and assistant director were to be appointed to 7-year terms.

In 1975 the Legislative Council established the Office of Legislative Information under the Office of Legislative Research and further authorized the creation of the position of Legislative Indexer, whose function was to consolidate as far as possible the 9 separate indexes being kept by various legislative offices into a single index, parts of which could be used for various purposes.

In 1977, the Legislative Council, responding to a study of legislative procedures and modernization, authorized hiring an additional attorney to help the office cope with the increasing number of bills requiring drafting and processing.

PROGRAM: During fiscal year 1979, the Office of Director of Legislative Research continued to serve five main functions: acting as a control point for the introduction of legislation, bill drafting, compilation of the Errors Bill, revising and publishing the statutes and supervising computerization of the legislative process.

Before and during the First Regular Session of the 109th Legislature, the office served as a control point for the introduction of legislation and for the maintenance of a standard form for that legislation.

Bill Drafting. Before and during the First Regular Session, the office provided the majority of bill drafting requested by individual legislators and carried out spot research to aid that drafting. During that session, the office processed 1,761 legislative documents and 1,342 amendments, of which 1,626 legislative documents and 1,131 amendments were introduced. The office also processed 477 Joint Orders and resolutions for introduction.

During the interim between legislative sessions, the office devoted the majority of its efforts to publishing newly-enacted statutes and to revising the master setup of the Maine statutes maintained in the office. During the summer of 1978, the office published, at a cost of $13,979, the soft bound edition of the Acts and Resolves of the Second Regular Session of the 109th Legislature, and distributed approximately 7,500 copies of it to legislators, government agencies, and the public. It also published Volumes 1 and 2 of the 1977 Laws of Maine, a hard bound official edition of laws enacted during 1977, and continued work on the publication of the Laws of Maine for 1977. During fiscal year 1978-79, the office assisted the commercial publisher of the Maine Revised Statutes by providing material for the supplementary pamphlets and pocket parts for 1978-79, which were published at a cost of $60,775; by providing material for and checking the republication of volumes 2 and 16 of the statutes, at a cost of $99,600; and by providing material during the Second Regular Session of the 109th Legislature for the Maine Legislative Service. The office also continued preparation for commercial republication of volumes 8, 9, 3 and 12 of the Maine Revised Statutes.

Errors and Inconsistencies Bill. Also during the interim, the Director, in cooperation with the Attorney General, state agencies, and the Judiciary Committee of the Legislature, compiled the Errors and Inconsistencies Bill for introduction into the Second Regular Session. This bill, as presented to the Legislature, contained non-substantive changes and corrections needed to avoid errors, confusions and duplications in the Maine Revised Statutes.

During FY 79, the office continued the computerization of the legislative process.

Throughout the First Regular Session, the office, acting through its Legislative Indexer and Legislative Attorney, monitored pending legislation through the Title and Section program in order to avoid unnecessary statutory conflicts and duplications. It is hoped that State departments and agencies will take note of this system and use it to its capacity, as it provides a convenient method of showing all proposed legislative changes to any portion of the Maine Revised Statutes.

Also during this fiscal year, the Legislative Research Office, working through the Office of Legislative Information, continued to develop and maintain the legislative bill status system. During the First Regular Session, the Office of Legislative Information used this status system to provide current information on all bills introduced into the First Regular Session of the 109th Legislature, including indexes of all introduced legislation by subject, committee of reference, sponsor, and legislative document number.

Information. As well, the Legislative Information Office answered a large number of in-person and telephone queries from legislators, the press and the public about legislation introduced and enacted during recent legislative session, and published and distributed copies of the *History and Disposition of Legislative Documents and Papers of the 108th Legislature, Second Regular Session*. This publication is a pamphlet, printed from a computerized readout, of the final status of all legislation introduced into the Second Regular session, indexed by subject, and includes pertinent legislative history about that legislation.

In looking to the future, it is the hope of the Director that a more timely approach can be developed for processing the legislative programs of the various departments and agencies, and the office intends to work with all branches of State Government in bringing this about.

Two long-range goals of the Legislative Research Office remain: first, to establish computer enhancements within the limits of available funds which will increase the speed, efficiency and accuracy of the legislative drafting process and which will aid in continuous statutory revision, and second, to revise, either on a volume by volume basis or by a bulk revision, the entire set of the Maine Revised Statutes. In either case a revision in whole or in part will not only enable legislative changes to be more clearly understood but will reinstitute the systematic updating of the State's statutory reporting system.

PUBLICATIONS:

1. *Maine Revised Statutes Annotated*—Consisting of 18 volumes of text resulting from the tenth revision in 1964, plus republished volumes, supplementary pamphlets and pocket supplements used in the updated system. (Available to certain federal, state and local agencies and officials in accordance with 3 MRSA 173 and distributed through the Law and Legislative Reference Library; available to the public from West Publishing Company, Minneapolis, Minnesota at current price.)

2. *Public Laws and Constitutional Resolutions as enacted by the One Hundred and Eighth Legislature* of the State of Maine at the second regular session, January 3, 1979 to June 15, 1979. Contains a subject index.

(Limited publication available in the fall of 1979 without charge from the Office of Legislative Research.)

3. *Legislative Documents and Papers of the 108th Legislature*, second regular session, January 3, 1979 to June 15, 1979-History and Final Disposition. Compiled by the Legislative Information Office.

(Limited publication available in the fall of 1979 without charge from the Legislative Information Office.)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) DIRECTOR OF LEGISLATIVE RESEARCH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	44,752	44,752				
Legislative Approp/Alloc	435,657	435,657				
Adjustment of Balance Fwd	−2,462	−2,462				
Transfers—Non-Federal $	37,985	37,985				
TOTAL RESOURCES	515,932	515,932				
EXPENDITURES						
Salaries and Wages	214,323	214,323				
State Share of Retirement	25,379	25,379				
Prof. Serv., Not By State	16	16				
Travel Expense, Out-State	933	933				
Utilities	3,335	3,335				
Rents	2,934	2,934				
Repairs	454	454				
Insurance	4,060	4,060				
General Operating Expense	238,684	238,684				
Other Supplies	2,956	2,956				
Equipment Purchases	1,050	1,050				
TOTAL EXPENDITURES	494,124	494,124				

LAW AND LEGISLATIVE REFERENCE LIBRARY

EDITH L. HARY, STATE LAW LIBRARIAN
MARY LOUISE B. DEBENHAM, DEPUTY LAW LIBRARIAN

Central Office: *Telephone:* 289-2648
Location: Statehouse, Augusta *Floor:* 2
Mail Address: Statehouse, Sta. #43, Augusta, Maine 04333

Established: 1971

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 30; *Unit:* 268; *Unit Citation:* 3 M.R.S.A., Sect. 171-174.

Average Count—All Positions: 7 *Permanent Legislative Count:* 7

PURPOSE: The State Law Librarian, who heads the Law and Legislative Reference Library, has three main functions: to provide a reference service for the Legislature and public; to provide a law library for State and public use; and, to distribute and sell the State's official legal publications.

The State Law Librarian provides a comprehensive reference service on legislative problems for the Legislature, its committees and staff, and collects and maintains numerous publications and files relative to legislative problems. These services and facilities are available to state, county and local officials and to the general public as well.

The State Law Librarian also maintains an extensive law library for the use of state agencies, the judiciary, attorneys and the general public. This library includes copies of the statutes of the United States, of all 50 states, of England, of Canada and of the Canadian provinces, court reports of the federal judiciary, the several states, England and Canada, a sizable collection of legal treatises and of legal periodicals and many publications of state and national bar associations. As a selective depository for federal documents it receives the published legal decisions of various government agencies, bills introduced in Congress and related documents. Briefs and records of cases heard by the Maine Supreme Judicial Court are also available. Assistance is given to county law libraries and their associations in order to further their development.

The State Law Librarian distributes copies of the Maine Revised Statutes Annotated, supplements thereto, and copies of the session laws to the Legislature, legislative committees and state agencies, to the judiciary, and to county law libraries. Copies of these publications are sold to county and municipal officials and others enumerated by statute. Distribution of the copies of the printed decisions of the Maine Supreme Judicial Court to recipients enumerated by statute is also under the supervision of the librarian. Copies of all these publications are exchanged with other states for copies of their statutes, session laws, and court reports.

Finally, the State Law Librarian formulates policies for and administers the State Law and Legislative Reference Library.

ORGANIZATION: The Law and Legislative Reference Library, together with the position of State Law Librarian, who is the Director, was created in 1971 by PL 1971, c. 480, which transferred the functions formerly performed by the law section of the State Library into the Law and Legislative Reference Library. The State Law Librarian, who is nonpartisan and chosen solely on the ground of professional competence, is appointed by the Legislative Council for a term of 7 years. The State Law Librarian appoints a deputy law librarian, subject to the approval of the Legislative Council, for a term of 7 years and employs, subject to the Personnel Law, all necessary assistants. Effective June 11, 1979 (PL 1979, c.396) employment of assistants is no longer subject to the Personnel Law.

PROGRAM: During FY 79, the Law and Legislative Reference Library continued to provide legislative and legal research facilities and took various steps to increase its usefulness and expand its clientele. The State Law Librarian participated in the State Bar Association's "Bridging the Gap" program to acquaint newly admitted members of the Bar with the resources and services of the Library, discussed materials and techniques for researching Maine legal problems at the first judicial seminar for Maine Law Clerks, and held briefing sessions for legal and legislative staff and interns for the same purpose. Throughout the legislative session the Library circulated to legislators and legislative staff lists of Current Acquisitions related to legislative proposals and problems. It provided the Office of Legislative Staff Assistants with comprehensive records of acquisitions based upon its catalog entries.

The Library's collections have been maintained with the usual current additions of state and federal laws, court decisions, finding aids and commentaries. The acquisitions process itself has been greatly improved by more systematic checking of lists to secure a broader range of publications of current topical interest to legislators and state agencies and by making adequate records of selections. Serial holdings have been inventoried for the forthcoming new edition of the *Maine Union List of Serials*. The cataloging/indexing tools have been expanded to cover a larger portion of the collections and refined to extract more specific information. Installation of a Xerox 4000 copier has facilitated the production of catalog cards in-house as well as providing excellent book copy. A computer terminal gives the Library access to the LEGIST program for rapid retrieval of current legislative bill-status information.

The activities of related agencies have been supported by the distribution of their publications, bringing to the Law Library much material in exchange. Statutes are exchanged with 35 states, session laws with 47 states, and court reports are received from 30 of the 34 states still publishing their own decisions. During the year the Library has distributed (or sold) copies of the 1977 *Maine Session Laws,* the 1978 supplements and recompiled volumes 2, 2A, 16 and 16A of the *Maine Revised Statutes Annotated,* four volumes of the *Maine Reporter* (cases from 381-395 A.2d), fifteen legislative committee studies, the 1687 legislative documents of the 1st regular session of the 109th Legislature, and six issues of the *Maine Bar Bulletin.* Slip copies of legislative enactments were provided to the Cleaves Law Library and the University of Maine Law School Library during the session as well as weekly printed reports on the status of current legislation.

Other statistics for the year include:

Circulation of items outside the Library	7,124
Cards added to the catalog	4,302
Volumes added (exclusive of supplementary materials, Congressional bills, etc.)	1,549
Legislative reference collection additions (exclusive of periodicals)	1,098
Briefs and records, Maine Supreme Judicial Court (June 1978-June 1979 terms)	811
Reference questions answered (exclusive of requests for specifically cited items or questions re location of materials	2,675

Beginning January 1979 a member of the Legislature may, while in office, purchase at the state price or obtain on loan from the Library, a set of *Maine Revised Statutes Annotated.* This program was authorized after the supply of the original printing of the unannotated, legislative edition of the *Statutes* was exhausted.

Patrons of the Library continue to benefit from inter-library loans and services from the University of Maine Law School Library. The Staff profits from professional contacts with the "Greater Portland Law Librarians".

Extensive counsel was given to the Franklin, Hancock, Kennebec, Penobscot, Somerset and Washington county law libraries concerning their budgets, shelving problems and collections. These county libraries provide some of the essential operating tools of the judiciary, prosecutors, attorneys, and others. Their structure, services and support have been under intensive study this year by an Advisory Committee appointed by Chief Justice McKusick, Justice Thomas E. Delahanty, chairman. The State Law Librarian is one of the nine members of the committee. The study is still in progress.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

LAW AND LEGISLATIVE REFERENCE LIBRARY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	1,473	1,473				
Legislative Approp/Alloc	151,100	151,100				
Adjustment of Balance Fwd	—123	—123				
Transfers—Non-Federal $	6,303	6,303				
TOTAL RESOURCES	158,753	158,753				
EXPENDITURES						
Salaries and Wages	98,290	98,290				
State Share of Retirement	11,567	11,567				
Travel Expenses, In-State	82	82				
Utilities	2,114	2,114				
Rents	748	748				
Repairs	20	20				
Insurance	2,507	2,507				
General Operating Expense	7,636	7,636				
Other Supplies	27,707	27,707				
TOTAL EXPENDITURES	150,671	150,671				

COMMISSION ON UNIFORM STATE LAWS

ROBERT C. ROBINSON, CHAIRMAN
CHARLES R. PRIEST, Associate Commissioner

Central Office: *Telephone:* 772-6565
Location: 4 Moulton Street, Portland
Mail Address: 4 Moulton Street, Portland, Maine 04112

Established: 1955

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 30; *Unit:* 271; *Unit Citation:* 3 M.R.S.A., Sect. 241

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Commission on Uniform State Laws examines subjects on which uniformity of legislation in the different states is desirable; ascertains the best means to effect uniformity; cooperates with the commisioners of other states in the consideration and drafting of uniform acts for submission to the Legislatures of the several states; and prepares bills for introduction in the Legislature.

ORGANIZATION: In 1955, chapter 405 of the Public Laws repealed chapter 138 of the Public Laws of 1895 and established the Commission on Uniform State Laws in its present form. The Commission on Uniform State Laws consists of 3 members appointed to terms of 4 years by the Governor. The commission members serve without compensation, although they receive their actual disbursements for carrying out their duties.

The National Conference of Commissioners on Uniform State Laws has also appointed two associate members from Maine to the conference, as well as one life member commissioner.

PROGRAM: During FY '79, Maine commissioners attended the annual meeting of the National Conference of Commissioners on Uniform State Laws, which was held in New York. During this meeting the Commissioners considered and completed their work on several Acts, including the Model Sentencing and Corrections Act, the Uniform Brain Death Act, the Uniform Federal Lien Registration Act, and the Uniform Audio-Visual Deposition Act.

During its first regular session, the 109th Maine Legislature enacted the following uniform state laws: the Uniform Probate Code (PL 1979, c. 540) and the Uniform Child Custody Jurisdiction Act (PL 1979, c. 481).

PUBLICATIONS:

Copies of all Uniform and Model Acts and other printed matter issued by the Conference may be obtained from:

National Conference of Commissioners on Uniform State Laws
645 North Michigan Avenue, Suite 510
Chicago, Illinois 60611

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON UNIFORM STATE LAWS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	5,300	5,300				
TOTAL RESOURCES	5,300	5,300				
EXPENDITURES						
Travel Expenses, In-State	1,365	1,365				
Travel Expense, Out-State	545	545				
General Operating Expense	3,600	3,600				
TOTAL EXPENDITURES	5,510	5,510				

COMMISSION ON INTERSTATE COOPERATION

SENATOR DANA C. DEVOE, CHAIRMAN
REPRESENTATIVE DONALD CARTER, Secretary

Central Office: *Telephone:* 289-2101
Location: Statehouse, Augusta *Floor:* 2½
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1939

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 30; *Unit:* 272; *Unit Citation:* 3 M.R.S.A., Sect. 201

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Commission on Interstate Cooperation serves to carry forward the participation of this State as a member of the Council of State Governments. To carry out this participation, the commission is authorized to perform all suitable acts as will, in the opinion of the commission, enable this State to do its part in forming a more perfect union among the various governments in the United States and to develop the Council of State Governments for that purpose.

ORGANIZATION: The Maine Commission on Interstate Cooperation was established in 1939 by P.L. 1939, c. 250. The form of organization established in 1939 has remained unchanged up to the present time.

The Commission consists of 9 regular members: 3 state officials appointed by the Governor, 3 members of the Senate appointed by the President of the Senate and 3 members of the House appointed by the Speaker of the House. The Governor, the President of the Senate and the Speaker of the House are ex officio members of the Commission.

PROGRAM: The Commission continues to serve as a clearinghouse for information on state programs of national and international interest. It also serves as the Maine affiliate for the Council of State Governments, which is a joint agency of all the state governments, and serves as a coordinator of the activities of the National Conference of State Legislatures. Members of the Commission represented Maine at a number of regional and national conferences during the year.

PUBLICATIONS:

1. Proceedings of the First Interparliamentary Conference of State and Provincial Legislators, held at Orono, Maine, August, 1974. Available from the chairman of the Commission.
2. *The Bond Bank Innovation: Maine's Experience* by James E. Jarrett and Jimmy E. Hicks. Lexington, Ky. Council of State Governments. 1977. Available from the Chairman of the Commission or from the Maine Municipal Bond Bank.
3. *Publications 1978*, Council of State Governments 1978. (Lists over 1,000 publications available through CSG dealing with topics of current interest to persons involved in state government, such as legislation, environment, administration, fiscal affairs, etc.) Available from the Council of State Governments, P.O. Box 11910, Iron Works Pike, Lexington, Ky. There may be a small fee for this publication.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON INTERSTATE COOPERATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	48,120	48,120				
TOTAL RESOURCES	48,120	48,120				
EXPENDITURES						
Travel Expenses, In-State	800	800				
Travel Expense, Out-State	3,607	3,607				
Grants to Pub. & Priv. Orgs.	43,020	43,020				
TOTAL EXPENDITURES	47,427	47,427				

COMMISSION ON INTERGOVERNMENTAL RELATIONS

JOHN L. MARTIN, SPEAKER OF THE HOUSE
RONALD LORD, EXECUTIVE SECRETARY

Central Office: *Telephone:* 289-2491
Location: Statehouse, Augusta *Floor:* 2½
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1963

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 30; *Unit:* 273; *Unit Citation:* 3 M.R.S.A., Sect. 271

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The function of the Commission on Intergvovernmental Relations is set forth in 3 M.R.S.A. Section 274. These functions are:

1. To bring together representatives of the federal, state and local governments for the consideration of common problems;
2. To provide a forum for discussing the administration and coordination of federal and state grant programs;
3. To give critical attention to the conditions and controls involved in the administration of federal and state grant programs;
4. To make available information to the executive and legislative branches of the State and municipal government in the review of proposed and existing legislation to determine the overall effect on all levels of government;
5. To encourage discussion and study at an early stage of emerging public problems that are likely to require intergovernmental cooperation;
6. To recommend the most desirable allocation of governmental functions, responsibilities and revenues among the several levels of government;
7. To recommend methods of coordinating and simplifying tax laws and administrative practices to achieve a more orderly and less competitive fiscal relationship between the levels of government and to reduce the burden of compliance for taxpayers;
8. To recommend to the federal government changes in present federal laws and to recommend any new legislation the commission deems advisable; and
9. To work with national, state and local organizations including but not limited to the American Municipal Association, United States Conference of Mayors, the Maine Municipal Association, and other public and private organizations.

ORGANIZATION: The Commission on Intergovernmental Relations was originally established in 1963 by Public Law 1963, chapter 378. The organization of that commission has remained unchanged to the present time.

The Commission on Intergovernmental Relations consists of 7 regular members, 2 appointed from the Senate by the President of the Senate, 2 appointed from the House of Representatives by the Speaker of the House, and 3 appointed by the Governor, two of whom must be municipal officials and one of whom represents the public at large. Gubernatorial members serve terms of 4 years, except that the 2 appointed municipal officials serve only as long as they hold municipal office. The members from the state legislature hold office from the date of their appointment until the final adjournment of the next succeeding regular session of the Legislature following their appointment.

The Commission organizes by the choice of one of its members to be chairman. The Office of Legislative Finance serves as the secretariat to the Commission.

PROGRAM: The commission has been inactive during FY 79.

PUBLICATIONS:

Information on publications relating to intergovernmental cooperation can be obtained by writing to:

The Advisory Commission on Intergovernmental Relations
1111-20th Street, N.W.
Suite 200
Washington, D.C. 20575

Copies of publications relating to the Advisory Commission on Intergovernmental Relations "State Legislative Program" can be obtained by writing to:

Advisory Commission on Intergovernmental Relations
Legislative Program Publication Request
726 Jackson Place, N.W.
Washington, D.C. 20575

FINANCES, FISCAL YEAR 1979: The expenditures of this unit are included with those of the Legislative Council.

MAINE-CANADIAN LEGISLATIVE ADVISORY OFFICE

WILLIAM H. GARSIDE, LEGISLATIVE ADMINISTRATIVE DIRECTOR

Central Office: *Telephone:* 289-2491
Location: Statehouse, Augusta *Floor:* 3
Mail Address: Statehouse, Augusta, Maine 04333

Established: February 3, 1978

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 30; *Unit:* 299; *Unit Citation:* 3 M.R.S.A. Sect 223

Average Count—All Positions: 0 *Permanent Legislative Count:* 2

PURPOSE: The Maine-Canadian Legislative Advisory Office was created to be concerned with strengthening all areas of regional cooperation between the Legislature of Maine and the legislative bodies of Maine's neighboring Canadian Provinces, and with encouraging economic, cultural and educational exchange between Maine and these provinces.

ORGANIZATION: Created February 3, 1978, the Maine-Canadian Legislative Advisory Office is administered by a director, who shall be appointed by the Speaker of the House and the President of the Senate with the approval of the Maine-Canadian Legislative Advisory Commission. The director must be able to speak the French language fluently, and reports to, and is subject to the direction of the Legislative Council.

PROGRAM: The Maine-Canadian Legislative Advisory Office was inactive during the year and no director was appointed.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE-CANADIAN LEGISLATIVE ADVISORY OFFICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	24,286	24,286				
TOTAL RESOURCES	24,286	24,286				

MAINE-CANADIAN LEGISLATIVE ADVISORY COMMISSION

WILLIAM H. GARSIDE, LEGISLATIVE ADMINISTRATIVE DIRECTOR

Central Office: *Telephone:* 289-2491
Location: Statehouse, Augusta *Floor:* 3
Mail Address: Statehouse, Augusta, Maine 04333

Established: February 3, 1978

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 30; *Unit:* 300; *Unit Citation:* 3 M.R.S.A. Sect 227

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The purpose of the commission is to advise the director of the Maine-Canadian Legislative Advisory Office in the carrying out of his powers and duties, assisting him in encouraging increased cooperation between Maine and Canada, and especially between the Legislature of Maine and the legislative bodies of Canada and assisting him in encouraging economic, cultural and educational exchanges between Maine and the Canadian Provinces. The commission meets at least 4 times in each year with the director and at such other times on the call of the chairman, at the request of the director or at the request of any member, as shall be necessary to carry out its duties.

ORGANIZATION: Created February 3, 1978, the Maine-Canadian Legislative Advisory Commission consists of 7 members, all of whom shall be citizens of this State. The Speaker of the House shall appoint 4 members, 2 for a term of one year and 2 for a term of 2 years. The President of the Senate shall appoint 3 members, 2 for a term of one year and 1 for a term of 2 years. At least one member appointed by the President of the Senate and one member appointed by the Speaker of the House shall be fluent in the French language. In the event of the death or resignation of any member, the vacancy shall be filled for the remainder of the term in the same manner as the original appointment.

Members serve without compensation but may be reimbursed for travel and per diem expenses at the rate then current for state employees. Four members shall constitute a quorum. The commission shall designate one of its members as chairman.

PROGRAM: The Maine-Canadian Legislative Advisory Commission was inactive during this fiscal year as no appointments were made.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: 3 M.R.S.A. Sect 227 provides that expenditures of this unit, which amounted to $0 in FY 79, shall be borne by the Maine-Canadian Legislative Advisory Office and are, therefore, included in its financial display.

DEPARTMENT OF ATTORNEY GENERAL

RICHARD S. COHEN, ATTORNEY GENERAL
JOHN M.R. PATERSON, Deputy Attorney General
ROBERT J. STOLT, Deputy Attorney General
STEPHEN L. DIAMOND, Deputy Attorney General
JOHN L. GLEASON, Deputy Attorney General

Central Office: *Telephone:* 289-3661
Location: Statehouse, Augusta *Floor:* 1
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1820 *Sunset Review Required by:* June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 26; *Unit:* 239; *Unit Citation:* 5 M.R.S.A., Sect. 191

Average Count—All Positions: 58* *Permanent Legislative Count:* 60*

Organizational Units:
Civil Division
Criminal Division
Office of Chief Medical Examiner for the State of Maine

PURPOSE: The Attorney General's primary responsibility is to protect public rights and preserve order through serving as the State's chief law officer and legal representative of the State. In this capacity, the Attorney General insures enforcement of Maine laws through instituting, conducting, and maintaining such actions and proceedings as the public interest may require. No State agency may appear and advocate positions before a court without the approval of the Attorney General.

The Department is authorized to (a) appear for the State, or any State agency or official, in all civil actions and proceedings in which the State is a party or interested, or in which the official acts of such officers are questioned in State or Federal courts or Federal agencies; (b) control and direct the investigation and prosecution of homicides and other major crimes, including frauds against the State; (c) render all legal services required by State officers, boards and commissions in matters relating to their official duties; (d) issue written opinions upon questions of law submitted by the Governor, the head of any State department or agency, or by either branch of the Legislature or any member of the Legislature on legislative matters; (e) enforce due application of funds given or appropriated to public trusts and charities within the State and prevent breaches of trust in the administration thereof; (f) consult with and advise the District Attorneys in matters relating to their duties, and, in his discretion, act in place of or with them in instituting and conducting prosecutions for crime; and (g) administer and enforce the State unfair trade practices and antitrust laws.

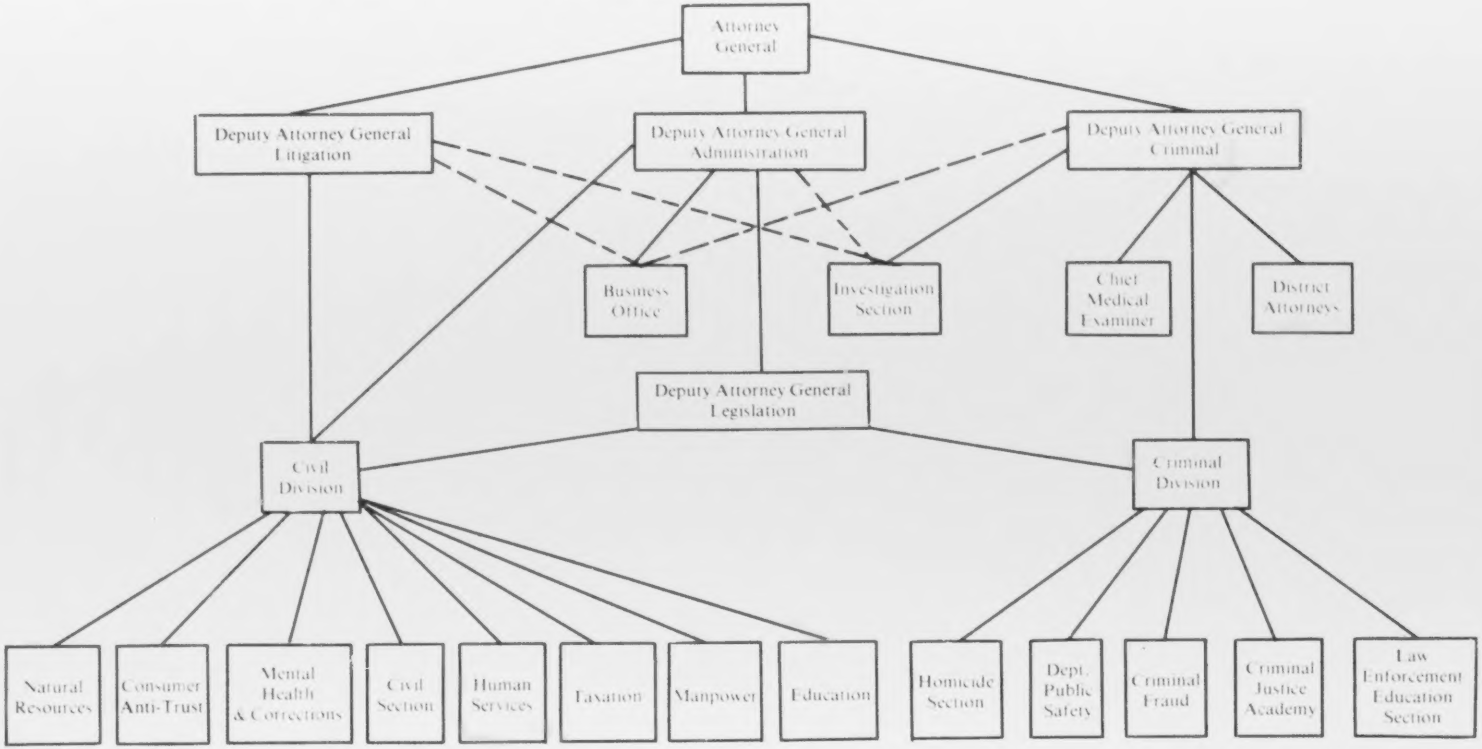
Beyond the general purpose discussed above, the Attorney General has a wide range of duties which the office is specifically directed to perform. Those duties include review and approval as to form and legality of all interlocal agreements, all regulations of State agencies subject to the Administrative Procedure Act, and many State contracts. The Attorney General must also review and approve write-offs of debts owed the State, enforce standards of conduct of the legal profession, participate in making investment decisions regarding the State trustee funds and perform many other specific statutory functions.

The Attorney General is an ex-officio member of many State agencies, including the Baxter State Park Authority, the Judicial Council, the Criminal Law Advisory Commission, the Maine Criminal Justice Planning and Assistance Agency, and the Advisory Committees to the Supreme Judicial Court on Civil Rules and Criminal Rules.

ORGANIZATION: The Attorney General is chosen biennially by joint ballot of both Houses of the Legislature, a manner of election unique among the 50 states. The Attorney General may appoint one or more Deputy Attorneys General, Assistant Attorneys General, Investigators, and Research Assistants. The Department of the Attorney General is organized by law, 5 M.R.S.A. c. 9, with the Attorney General as its chief executive. It is divided into two divisions, the Civil Division and the Criminal Division.

*In addition, District Attorneys were authorized 33 positions, which they control, as part of the Attorney General's budget.

ORGANIZATION CHART
DEPARTMENT OF ATTORNEY GENERAL


Attorney General
Deputy Attorney General Litigation
Deputy Attorney General Administration
Deputy Attorney General Criminal
Business Office
Investigation Section
Chief Medical Examiner
District Attorneys
Deputy Attorney General Legislation
Civil Division
Criminal Division
Natural Resources
Consumer Anti-Trust
Mental Health & Corrections
Civil Section
Human Services
Taxation
Manpower
Education
Homicide Section
Dept. Public Safety
Criminal Fraud
Criminal Justice Academy
Law Enforcement Education Section

CONSOLIDATED FINANCIAL CHART FOR FY 79
DEPARTMENT OF ATTORNEY GENERAL

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	40,065		40,065			
Bal Brt Fwd— Encumbered	44,380	44,380				
Revenue From Federal Govt	84,593				84,593	
Revenue—Private Sources	600		600			
Fees Charged For Services	15,918		15,918			
Legislative Approp/Alloc	2,268,808	2,268,808				
Adjustment of Balance Fwd	—30,129	—30,129	—35,505		35,505	
Transfers—Non-Federal $	27,067	27,067				
Transfers—Federal $	170,187				170,187	
TOTAL RESOURCES	2,621,489	2,310,126	21,078		290,285	
EXPENDITURES						
Salaries and Wages	1,838,353	1,655,313	36,172		146,868	
State Share of Retirement	135,497	128,519	1,590		5,388	
Prof Service, Not By State	184,939	179,742	505		4,692	
Computer Service, By State	1,053	1,053				
Other Prof. Serv., By State	11,414	11,414				
Travel Expenses, In-State	30,052	23,746	520		5,786	
Travel Expense, Out-State	20,135	12,552	435		7,148	
Operation—State Vehicles	15,518	15,437			81	
Utilities	50,286	50,362	—269		193	
Rents	827	827				
Repairs	1,412	1,377			35	
Insurance	37,842	33,666	895		3,281	
General Operating Expense	61,942	56,152			5,790	
Other Supplies	27,774	25,254	130		2,390	
Grants to Pub & Priv Orgs	1,200				1,200	
Equipment Purchases	20,973	15,185			5,788	
Trans to Gen-Fund Sta-Cap	6,251		1,031		5,220	
TOTAL EXPENDITURES	2,445,468	2,210,599	41,009		193,860	

PROGRAM: The 1979 fiscal year saw a major increase in the Department's workload as a result of improved programs for detection of frauds against the State, the continuing pressures of the Indian Land Claims Case, increases in crimes requiring greater utilization of the investigative and prosecution resources of the Department, the *Tort Claims Act* and the general litigation explosion affecting the entire legal profession. In addition, many new laws were passed which required the Department's assistance in implementation. Still chief among these was the Administrative Procedure Act and its conforming amendments which required almost all the attorneys in the Civil Division to assist the departments they represent in adjusting procedures and revising regulations to comply with the law, and the Tort Claims Act which abrogated sovereign immunity and left the State open to negligence suits. These increased workload pressures were met without any significant increase in staff.

For the past few years the Indian case has been a significant factor in the Department's workload and in public perception of the Department's activities. However, the Indian case should not obscure the great bulk of other important work performed by the Department. During fiscal year 1979, the Department was involved in thousands of specific matters from routine efforts to collect minor state debts, to prosecution of homicides and other major crimes, to defense of individual claims against the state involving millions of dollars.

In fiscal year 1979, the Department collected $2,737,260.80 in fines and restitution of funds owed the state plus another $3,402,061.40 in funds due individuals—mainly child support payments and restitution for consumer frauds. The successful assessment of support payments reduced the burden on state AFDC payments. The Department also prevented loss of millions of dollars in state funds by successful defense of court and administrative actions which could have cost state funds. Most notable among these efforts were (1) successful defense of civil rights actions in which 23.5 million dollars in damages were sought; and (2) sustaining in the Supreme Court of the United States $884,000 in state taxes assessed against a railroad.

During fiscal year 1979, the Department of the Attorney General represented the state before numerous courts and administrative agencies, including the United States Supreme Court, the United States Court of Appeals for the First Circuit and the District of Columbia, United States District Courts in Maine and Massachusetts, the Maine Supreme Judicial Court, and all other Maine Courts. The Department also appeared in adjudicatory proceedings before several federal agencies. The Department provided substantial assistance to members of the 109th Legislature during its first regular session by drafting laws and amendments and otherwise assisting the legislative process.

The following is a summary of major activity areas of the Department during fiscal year 1979:

	Commenced	*Closed*	*Pending*
Homicide Investigations and Prosecutions	28	20	52
Criminal Appeals and Habeas Corpus Cases	54	55	56
Unemployment Fraud Prosecutions	108	67	41
Consumer Protection Actions	13	10	7
Liquor Law Violations	275	275	0
Child Custody Suits	284	247	117
Support Enforcement Actions	465	261	235
Commitment of Mentally Ill and Retarded	577	575	2
Habitual Offender (Driver's License Revocation) Suits	409	409	0
Contested Workmen's Compensation Cases	102	66	52
Unemployment Tax Collections	490	167	1790
Unemployment Benefit Appeals	109	71	149
Collection of Debts Owed the State	176	125	51
Other Court Actions:			
State Plaintiff	178	144	106
State Defendant	221	126	193
Total Other Actions	398	270	299

The Department's staff investigated hundreds of other matters which did not result in formal action being taken. The Department also reviewed over one thousand state contracts, drafted 328 official legal opinions, and numerous other memoranda of law and attended hundreds of meetings of state boards and commissions. The Department reviewed and approved as to form and legality virtually all of the hundreds of regulations promulgated by the various state agencies. The complete review of all regulations was required by the new Administrative Procedures Act.

There are a number of specific actions and accomplishments during the year which are appropriate for specific mention:

Indian Case: Fiscal year 1979 saw a number of developments in the Indian Land Claims Case, first and foremost of which were efforts by both the United States and the State to bring a more specific focus to the case than the $25 billion and 60% of the land area of the State claimed by the tribes. During the year new claims were also asserted on behalf of Maleseet Indians and off-reservation members of the Penobscot and Passamaquoddy Tribes. Those claims were dismissed by the United States District Court.

In August of 1978, the parties met with the United States District Court for a pretrial conference to set a schedule for proceeding with the litigation. In advance of this meeting, the Attorney General of the United States had indicated that he would only initiate action against the State. This decision was consistent with the position of the State that private landowners should not be separated according to the size of their land holdings. At this meeting a schedule for briefing and oral argument was established, which has carried through early 1979.

Homicide Prosecutions. The Department investigated 78 homicides in fiscal year 1979, including 28 committed within the fiscal year; 19 convictions were obtained. This activity represented an 18% increase in the total homicide caseload. Homicide prosecutions were complicated by a trend toward an increasing proportion of homicides being committed between strangers and thus being more difficult to investigate and prosecute.

Attorney Discipline and Code of Ethics. After several years of hearings, the Maine Supreme Judicial Court adopted a plan proposed by the Attorney General to establish an attorney registration and grievance processing mechanism separate from the regular Bar Association. In addition, the Court created a Commission of attorneys and citizens to write a code of ethics for the legal profession. This action was also in response to recommendations by the Attorney General. Both the new grievance procedure and the new code of ethics have now been adopted with full participation by representatives of the Department.

Major Crimes. The Department was increasingly active in working with the State Police and other federal, state and local authorities to combat major state-wide and inter-state crimes. This activity resulted in successful investigations, indictments and prosecutions during the year in areas of drug smuggling, interstate car thefts and interstate automobile insurance frauds. A special program to combat antique thefts resulted in 19 convictions during the fiscal year.

Unemployment Fraud. With the assistance of new computerized systems for tracking and comparing wage payments and payments under various state assistance programs, the Department was able to substantially increase its unemployment fraud prosecutions.

Antitrust Prosecutions. During the fiscal year, the Department initiated a price-fixing action against several state beer distributors under the state's antitrust laws. Another case against a real estate multiple listing service for allegedly fixing prices and excluding competition is proceeding through the discovery stage to trial. The Department also participated in several national class action price-fixing suits affecting Maine citizens.

Pineland Center Services. July 14, 1979, marked the first anniversary of the signing of the consent agreement for improved services for mentally retarded residents at Pineland Center and residents who had been discharged from Pineland Center into the community. Prior to the consent agreement, the Department had worked with the Department of Mental Health and Corrections and the Legislature to achieve legislation and necessary appropriations to provide improved services. Since the consent agreement, the Department has been actively involved in solving compliance problems; i.e., personnel decision, staffing problems, group home development, program delivery, legislation, and appropriations. The Department has taken primary responsibility for coordinating contact with the special court master. The consent agreement should result in improved services without undue burden on the state's finances or policy prerogatives in operating the Pineland Center.

Billboard Controls. The Department successfully defended recently enacted Maine laws requiring removal of many billboards from beside state highways. The Department has recently negotiated an elaborate agreement which, when signed by the parties, will enable the removal of billboards beginning in September.

Law Enforcement Education. The Department continues its extensive law enforcement education program providing written material and conferences for law enforcement officers, prosecutors, and judges, to keep them abreast of the most recent developments in criminal law.

Civil Division. The Civil Division is responsible for all civil litigation, drafting of opinions, reviewing or drafting regulations, contracts, deeds and all other legal matters relating to official state business. The Civil Division is divided into 7 sections:

Civil: The Civil Section is responsible for the large bulk of opinion writing, advising the Legislature, litigation not tied to any specific department, representation of many small boards and agencies and representation of major state agencies, such as the Department of Business Regulation, the Department of Agriculture, the Department of Personnel, the Secretary of State, the State Retirement System, and the Department of Finance and Administration. The Civil Section is also responsible for defending claims against the state under the *State Tort Claims Act* and the *Workmen's Compensation laws.*

Consumer and Antitrust: The Consumer and Antitrust Section is responsible for administering the State's Unfair Trade Practices and Antitrust laws, taking actions to prevent and enforce penalties for violations of such laws and generally receiving and responding to consumer complaints. Its responsibilities include seeking amicable resolutions of consumer complaints with businesses. During fiscal year 1979, the Consumer Section handled approximately 16,848 telephone inquiries, received 1,413 written consumer complaints, commenced 161 consumer fraud investigations and closed 115. The section secured restitution for over $207,000 worth of goods which was demanded as a result of consumer complaints. The section also began a new outreach program with staff traveling to various communities to conduct consumer education programs. The section also conducted a major antitrust conference directed at middle and small-sized Maine businesses and a study of the Maine intrastate trucking industry.

Human Services: The Human Services Section serves as general counsel to the Department of Human Services. It is involved with significant amounts of litigation in such areas as child abuse and neglect, support enforcement, medicaid and welfare matters and enforcement of health and sanitation laws. The section also investigates and prosecutes frauds incident to state welfare programs. The Human Services Section has one of the most persistent and heaviest caseloads of any section in the Department. In fiscal year 1979, more than 1600 cases were handled by the attorneys in this section. These cases cover a broad range of civil and criminal law with a heavy emphasis on child custody, child support and paternity matters.

Mental Health and Corrections: The Mental Health and Corrections Section serves as general counsel to the Department of Mental Health and Corrections. In addition to the work arising from department activities, the section is particularly involved in hearings relating to commitments of individuals to state hospitals. In fiscal year 1979, the section's commitment hearing workload increased 11% over 1978, with the 1978 workload more than double the 1977 level as a result of new laws relating to commitment of retarded individuals. In addition, the section was extensively involved in major litigation relating to rights of the retarded in state institutions and conditions and procedures at the Maine State Prison.

Natural Resources: The Natural Resources Section generally represents state agencies having principal responsibility in the natural resources and environmental protection area, including the Department of Environmental Protection, the Department of Conservation, the Land Use Regulation Commission, the State Planning Office, the Department of Marine Resources, and the Department of Inland Fisheries and Wildlife. Additionally, the section has represented the state in major matters which are independent of any particular state agency interest, including boundary litigation and dealings with the federal government regarding fisheries and outer continental shelf matters.

Taxation: The Taxation Section serves as general counsel for the Bureau of Taxation and is responsible for litigation relating to assessment and collection of taxes, defense of the tax laws and otherwise representing the Bureau of Taxation. Additionally, the Taxation Section assumes responsibility for the Attorney General's statutory duties regarding protection of charitable trusts. In fiscal year 1979, the Taxation Section collected more than $2,000,000 in delinquent tax accounts. In addition, the section successfully defended in the United States Supreme Court the State Tax Assessor's assessment of railroad excise taxes amounting to more than $800,000 in taxes and interest.

Manpower Affairs: The Manpower Affairs Section represents the Department of Manpower Affairs and the Employment Security Commission. It is responsible for generally advising the Department and aiding the administration and enforcement of the Employment Security and Unemployment Compensation laws. In fiscal year 1979, the section's attorneys collected $263,642.56 in unpaid unemployment funds due the state.

Criminal Division. During fiscal year 1979, the Criminal Division and its various components conducted the following specific activities:

Homicides and Other Deaths: Working with the Maine State Police and various local police departments, the Division investigated 28 homicides which occurred from July 1, 1978 to June 30, 1979. Indictments were obtained in 18 of these 28 cases. With respect to the remaining 10 homicides for which no indictments were obtained, 5 cases were homicide/suicides; in 1 case the Grand Jury returned a No Bill; in 1 case the Grand Jury found Justifiable Homicide; and in 1 case the perpetrator himself was killed.

In addition, the Division continued the investigation and prosecution of 50 homicides which preceded July 1, 1978. During this fiscal year 20 cases were tried. Guilty verdicts were obtained in 19 of these 20 cases, with the remaining one case resulting in a Not Guilty verdict. At the close of the fiscal year 18 indicted cases were awaiting trial; 1 case was in the process of being tried and 33 cases, the earliest dating to 1964, were still under investigation with no arrests having yet been made.

Criminal and Non-criminal Complaint/Investigations: The Division conducted investigations and/or prosecutions in 442 cases in addition to homicides in fiscal year 1979. These cases involved a number of offenses, both felonies and misdemeanors, some of which are more fully described below. The 1979 figures represent a 13% increase in these cases.

The Division conducted investigations and prosecutions of cases referred to other state agencies, boards, and departments. These included the Board of Registration in Medicine, Maine State Dental Board, the State Board of Pharmacy, the State Board of Nursing and the Racing Commission.

The Division also handled 12 attorney disciplinary cases and 59 extraditions during the fiscal year.

Investigation and processing of 43 complaints against state and municipal police were handled during the year. Of this number, 8 cases resulted in prosecution in Superior Court or District Court, 5 were referred for administrative disposition, 23 were determined to be unfounded, and 7 are currently under investigation or review. The Division also investigated 3 complaints against public officials.

The Division continued the investigation and prosecution of antique burglary cases. The Division filed 25 indictments, which was an increase in number over last year. Of these cases, 19 resulted in conviction, 5 are still pending and 1 indictment was dismissed.

The Division also handled 15 District Court Cases involving AMHI commitment hearings.

Employment Security fraud cases, under 26 M.R.S.A. Chapter 13, were investigated and processed through the District Courts. A total of 108 complaints constituting 1187 counts of criminal violation were filed, resulting to date in 67 convictions on 671 counts. The amount of restitution and fines ordered by the courts total $49,252.00 and $8,900.00, respectively.

Other Agencies and Departments: Besides handling various criminal and noncriminal matters for State departments and agencies, the Criminal Division provided other unique services to various governmental bodies. For example, as legal counsel to the Department of Public Safety, the Division provided legal advice on a day-to-day basis and represented the divisions, bureaus and boards of the Department and other state law enforcement agencies in various courts. Counsel assigned to the Department initiated forfeiture proceedings against conveyances used in the transport of contraband and appeared before the Administrative Court concerning violations of the state liquor laws and inspection station amd mechanic laws. In this latter capacity, members of the Division handled 275 cases on which fines were assessed in the amount of $57,005.00. This represents an increase of 23% in fines collected over fiscal year 1978.

The Division also worked with the Department of Human Services in investigating cases of fraud and abuse of AFDC, Medicaid and Medicare funds. In addition, in May of this year the Medicaid Fraud Control Unit was established under the direction of the Criminal Division. This Unit, consisting of 1 lawyer and 3 investigators is primarily funded by a grant from the federal government.

During both the regular and special sessions of the Legislature, members of the Criminal

Division worked intensively with the Legislature in the field of criminal law with particular emphasis on amendments and interpretation of the Maine Criminal Code and the Juvenile Code.

The Criminal Division has provided supportive service to the District Attorneys throughout the state in the form of legal education and counselling on trial and appellate problems. On approximately 25 occasions manpower assistance has also been supplied for cases in the District Court. In addition, the Division sponsored a prosecutor's training seminar, described herein under Law Enforcement Education, attended by District Attorneys and their staffs from the eight districts.

During fiscal year 1979, the Investigative Section of the Criminal Division, aside from working on the majority of cases in the total Criminal Division caseload, conducted exclusive investigations into 284 cases, some of which were carried over from the previous fiscal year. The wide variety of matters investigated by the Investigative Section is illustrated in the previous discussion of cases investigated and prosecuted by the Division.

Law Enforcement Education Section: During the first half of the 1978-1979 fiscal year (July 1, 1978 to December 31, 1978), the Law Enforcement Education Section within the Criminal Division continued to provide a program of continuing legal education for criminal justice personnel in Maine.

Alert Bulletin: The Alert Bulletin was first published in October, 1970. The Alert is a criminal procedure bulletin designed for the training and education of Maine law enforcement officers. Over the years, the Alert has maintained a basic format which includes a message from the Attorney General, a comprehensive article on some legal aspect of law enforcement, a Forum section for questions, answers and announcements, and a section for summaries of recent court decisions.

In fiscal year 1978-79, one Alert publication was issued. This Alert, which consisted of an in depth treatment of the Maine Juvenile Code, covered the months of May to August, 1978. While the Alert has not been published recently, numerous members from the Maine law enforcement community have expressed their enthusiasm for the Alert and their hopes that it will, again, be published on a regular basis. As a result, steps have been taken toward resuming publication in the near future.

Law Enforcement Officers' Manual: The Law Enforcement Education Section published a Law Enforcement Officer's Manual in December, 1978, which is designed to be used both as a text and as a ready reference for legal questions relating to the law enforcement officer's duties. The manual is being used for in-service training and as a text at the Maine Criminal Justice Academy. It is distributed to all full-time law enforcement officers in Maine. At the end of 1978, the Law Enforcement Officer's Manual had been completely revised in order to reflect recent changes in criminal law and procedure. The updated version of the manual is presently being printed and prepared for distribution.

Lecturing and Teaching: Attorneys in the Law Enforcement Education Section participated, along with other Criminal Division attorneys, as lecturers and teachers in the training programs at the Maine Criminal Justice Academy. They also lectured at local law enforcement and conferences throughout the state. Because of the increased need for legal instruction at the Criminal Justice Academy, an Assistant Attorney General now teaches full time at the Academy. Moreover, another attorney in the Law Enforcement Education Section serves as the Attorney General's representative on the Academy's Board of Trustees.

The Maine Prosecutor Bulletin: During the first half of fiscal year 1978-1979, the Law Enforcement Education Section continued to publish educational materials for prosecuting attorneys and judges under a series entitled The Maine Prosecutor Bulletin. The Bulletin includes recent case summaries of the Maine Courts, the First Circuit Court of Appeals, the U.S. Supreme Court, Attorney General opinions, recent legislation, a Bulletin Board for announcements and notices, and other items of interest. Due to the manpower shortage occurring in January, 1979, only two editions of the Bulletin were published in fiscal year 1978-1979.

However, the Section did prepare a new publication during fiscal year 1978-1979, entitled *The Extradition Law Report.* This report consisted of a compilation of all recent cases concerning the Uniform Criminal Extradition Act and the Interstate Agreement on Detainers. The Report was distributed to prosecutors and judges throughout the state.

Prosecutors' Training Seminar: In May, 1979, the Attorney General's Office sponsored a three-day training seminar for all Maine prosecuting attorneys. Speakers from Maine and other parts of the country discussed various legal and practical aspects of criminal prosecution. The Attorney General's office plans to hold such training seminars regularly in the future.

Criminal Research Information Bank: The Section has established and maintains the Criminal Research Information Bank (CRIB) which is a centralized index system for retrieving current information on criminal law and procedure and making it immediately available to all criminal justice personnel. Memos, articles, cases, briefs and other interpretive materials on criminal law and procedure are filed in the CRIB regularly. The CRIB has proved very useful as a research tool and as a quick reference for current information on criminal justice topics.

Legislative Drafting: The Law Enforcement Education Section's legislative work continued in fiscal year 1979. This work consisted primarily of drafting and revising legislation pertaining to the criminal, motor vehicle, juvenile and extradition laws. As part of this same effort, an Assistant Attorney General serves as staff attorney to the Criminal Law Advisory Commission.

Correspondence/Telephone Inquiries: Aside from correspondence on open and active cases, the Criminal Division received and processed hundreds of inquiries and complaints from individual citizens, municipalities, and county and state agencies.

Appeals: The Appellate Section of the Criminal Division is primarily responsible for handling the following appellate matters: cases on direct appeal to the Supreme Judicial Court of Maine arising either from prosecutions undertaken by this Division or, upon the express request of a District Attorney, from prosecutions undertaken by District Attorneys' offices; cases on report to the Supreme Judicial Court of Maine arising either from prosecutions undertaken by this Division or, upon the express request of a District Attorney, from prosecutions undertaken by District Attorneys' offices; all state post-conviction habeas corpus cases except those concerning parole, which are handled by members of the Attorney General's office representing the Department of Mental Health and Corrections; certain common-law habeas corpus cases; federal habeas corpus cases commenced in the United States District Court and any appeals generated thereby; and criminal cases before the United States Supreme Court brought pursuant to 28 U.S.C. §1257 (2) and (3). In addition, the Appellate Section offers assistance both to the trial attorneys in the Division relative to the preparation of charging documents, jury instructions and the resolution of legal questions arising before or during trial, and to District Attorneys relative to legal questions generally, upon request. Finally, the Appellate Section drafts and advises others in the drafting of criminal legislation, drafts opinions relative to criminal matters for the Attorney General, prepares the Attorney General's Memoranda on criminal questions propounded for the Justices, and teaches and lectures on the criminal law and procedure upon request.

Relative to the appellate matters handled in fiscal year 1978-1979, two specific observations are warranted. First, the number of federal habeas corpus cases before the United States District Court for the District of Maine reflects a sharp increase over last year (14 versus 5). Second, the total number of appellate matters dealt with is down slightly from last year (113 versus 118) principally because of a decrease in cases on appeal to the Maine Law Court carried over from prior fiscal years (27 versus 36). The breakdown of appellate matters is as follows:

Cases on Appeal to the Maine Law Court

Total Number of Cases	48
Cases Initiated During FY 79	19
Cases Closed During FY 79	23
Cases Carried Over From Prior FY	27
Cases in Which State Appealed During FY 79	5

State Post-Conviction Writ of Habeas Corpus

Total Number of Cases	49
Cases Initiated During FY 79	22
Cases Closed During FY 79	18
Cases Carried Over From Prior FY	29

Federal Habeas Corpus

Total Number of Cases	14
U.S. District Court for the District of Maine:	
Cases Initiated During FY 79	8
Cases Closed During FY 79	9
Cases Carried Over From Prior FY	2

First Circuit Court of Appeals:	
Cases Initiated During FY 79	3
Cases Closed During FY 79	2
United States Supreme Court	
Cases Initiated During FY 79	2
Cases Closed During FY 79	1

Common Law Habeas Corpus

Cases Carried Over From Prior FY and Closed	2

Extradition: Pursuant to State law, 15 M.R.S.A. §204 (1965), the Governor is authorized to call upon the Attorney General to investigate requests for the extradition of fugitives from justice, and "to report to him the situation and circumstances of the person as remanded, and whether he ought to be surrendered." As a routine matter, the Governor has referred all extradition requests (involving either fugitives located in this State or fugitives sought from other states) to the Criminal Division of the Attorney General's Office for review and recommendation.

During fiscal year 1978-1979 a total of 59 extradition cases were referred to this Office for review as to form and legal sufficiency. Of that number, 24 involved fugitives whose return was sought by the State of Maine. The remaining 35 involved persons residing in this State who had been charged with or convicted of crimes in other states.

Although the paperwork in all extradition cases is reviewed by the Criminal Division, certain cases necessitate additional work. In most instances, the Governor's extradition officer, who is a member of the Criminal Division, contacts the appropriate officials in Maine or in a sister state to receive input regarding the status of a particular fugitive from justice. Based upon the information gathered by the extradition officer, a recommendation is made to the Governor. In all but two instances, the recommendation was to authorize the extradition. In certain limited circumstances, the extradition officer will conduct an informal hearing at the request of the alleged fugitive to receive any relevant information which may assist the Governor in making a decision on a sister state's extradition demand. In some instances, the extradition officer has appeared on behalf of a sister state at a habeas corpus hearing in which the fugitive challenges his extradition.

During the fiscal year 1978-1979, the extradition officer drafted legislation amending Maine's version of the Uniform Criminal Extradition Act. Chapter 274 of the Public Laws of 1979 was signed by the Governor on May 24, 1979 and will become effective on September 14, 1979.

The Attorney General's Office also sent a representative to the 15th Annual Conference of the National Association of Extradition Officials held at Carson City, Nevada on May 20-23, 1979. At that conference, the extradition officer prepared and distributed copies of the *Extradition Law Report* 1978-1979. Copies of this Report were also sent to the prosecutors and judges in Maine.

Extradition

Total Number of Cases	59
Cases Processed During FY 79	57
Cases Disposed of During FY 79	57
Cases Pending	2
Cases Carried Over From Prior FY	11

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF ATTORNEY GENERAL (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	40,065		40,065			
Bal Brt Fwd— Encumbered	40,913	40,913				
Revenue From Federal Govt	84,593				84,593	
Revenue—Private Sources	600		600			
Fees Charged For Services	15,918		15,918			
Legislative Approp/Alloc	1,958,357	1,958,357				
Adjustment of Balance Fwd	—28,986	—28,986	—35,505		35,505	
Transfers—Non-Federal $	27,067	27,067				
Transfers—Federal $	170,187				170,187	
TOTAL RESOURCES	2,308,714	1,997,351	21,078		290,285	
EXPENDITURES						
Salaries and Wages	1,764,333	1,581,293	36,172		146,868	
State Share of Retirement	126,587	119,609	1,590		5,388	
Prof Service, Not By State	65,409	60,212	505		4,692	
Computer Service, By State	1,053	1,053				
Other Prof. Serv., By State	50	50				
Travel Expenses, In-State	27,102	20,796	520		5,786	
Travel Expense, Out-State	17,771	10,188	435		7,148	
Operation—State Vehicles	14,362	14,281			81	
Utilities	46,299	46,375	—269		193	
Rents	634	634				
Repairs	1,223	1,188			35	
Insurance	36,638	32,462	895		3,281	
General Operating Expense	40,059	34,269			5,790	
Other Supplies	23,819	21,299	130		2,390	
Grants to Pub & Priv Orgs	1,200				1,200	
Equipment Purchases	18,971	13,183			5,788	
Trans to Gen-Fund Sta-Cap	6,251		1,031		5,220	
TOTAL EXPENDITURES	2,191,761	1,956,892	41,009		193,860	

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE OF MAINE

HENRY RYAN, M.D., CHIEF MEDICAL EXAMINER

Central Office: *Telephone:* 289-2993
Location: State Office Bldg., Augusta *Floor:* 7
Mail Address: Statehouse, Augusta, Maine 04333

Sunset Review Scheduled to Start by: June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 26; *Unit:* 242; *Unit Citation:* 22 M.R.S.A., Sect. 3022 §30

Average Count—All Positions: 3 *Permanent Legislative Count:* 4

PURPOSE: The Office of the Chief Medical Examiner investigates all deaths which are due to trauma or violence or which cannot be otherwise certified due to the lack of an attending physician.

The medical examiners are responsible for determining the cause, circumstances, place, date and time of death, and the identity of the deceased. This is accomplished through the processes of investigation, physical examination, autopsy, and other laboratory studies as needed to the end of certifying such deaths. The Office also provides reports for legal and vital records purposes and procures evidence from the person of the deceased for the investigative purposes of other agencies and for legal proceedings.

ORGANIZATION: Prior to 1968 medical examiners, though appointed by the Governor and filing reports with the Attorney General, were county officials. In 1968 the office of Chief Medical Examiner for the State was established, a specialist in forensic pathology was appointed by the Governor as Chief Medical Examiner and a central facility was established. The Chief Medical Examiner was given authority to appoint statewide medical examiners and state funds were appropriated for all necessary expenses. Appropriate Legislation was passed to affect this change.

The system is fundamentally the same as it was when it was first established with resident licensed physicians serving as medical examiners throughout the State on a statutory fee for service basis assisted by local and State law enforcement officials, hospital pathologists, and various State, hospital, and private laboratory resources.

The Office of Chief Medical Examiner was first established in Augusta, moved to Lewiston, and in 1976 returned to Augusta. In 1973 the Office was incorporated under the Attorney General's Office for administrative purposes. Its case decisions are rendered independent of the Attorney General's Office and the Chief Medical Examiner is appointed by the Governor and he in turn appoints all other medical examiners.

PROGRAM: In 1978, the Office of the Chief Medical Examiner investigated 1,715 cases and autopsied 442 cases, 28 of which were ruled homicide or undetermined-suspicious for homicide.

Work continued on the development of a detailed computerized record system which is expected to be completed in fiscal year 1980. In the meantime, records information has been routinely forwarded to the Departments of Human Services for study of deaths in young children, and Mental Health and Corrections for the study of suicides in previously hospitalized patients. Medical Care Development Corporation reviewed Office records to study ambulance service activities and a study was made of suicides for a crisis intervention agency. The state death certificate was revised for more appropriate use by medical examiners.

Education Programs. Educational programs for local groups are continuously being encouraged. In fiscal year 1978 this Office developed and sponsored one of the most complete schools for homicide detectives offered in the country. In one 2 week session most law enforcement officers of the state who deal with murder were given an intensive period of instruction. The course was open to observers from other New England states. It was financed through a federal grant and will continue to be offered by joint sponsoring of the New England States, on a tuition and expenses basis, to interested law enforcement officers in the region.

Deputy Chief Medical Examiner. A new position of medical examiner's assistant was established and the position of Deputy Chief Medical Examiner was filled—full time, with a forensic pathologist. Capital material was procured for transportation of bodies and for the new position. The new position means more cases can be directly handled by State employees rather than by fee-for-service contractors. More specialized handling of cases will result, and adequate provision for the absence of the Chief will be available.

LICENSES, PERMITS, ETC.: Certificate of appointment of Medical Examiners—issued to persons appointed to serve by the Chief Medical Examiner through the Office of Secretary of State.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files f the Bureau of the Budget's PLA-BAC system.

OFFICE OF CHIEF MEDICAL EXAMINER FOR THE STATE OF MAINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	3,467	3,467				
Legislative Approp/Alloc	310,451	310,451				
Adjustment of Balance Fwd	—1,143	—1,143				
TOTAL RESOURCES	312,775	312,775				
EXPENDITURES						
Salaries and Wages	74,020	74,020				
State Share of Retirement	8,910	8,910				
Prof Service, Not By State	119,530	119,530				
Other Prof. Serv., By State	11,364	11,364				
Travel Expenses, In-State	2,950	2,950				
Travel Expense, Out-State	2,364	2,364				
Operation, State Vehicles	1,156	1,156				
Utilities	3,987	3,987				
Repairs	189	189				
Insurance	1,204	1,204				
General Operating Expense	21,883	21,883				
Other Supplies	3,955	3,955				
Equipment Purchases	2,002	2,002				
TOTAL EXPENDITURES	253,707	253,707				

DEPARTMENT OF AUDIT

GEORGE J. RAINVILLE, STATE AUDITOR
LESLIE J. HANN, DEPUTY STATE AUDITOR

Central Office: *Telephone:* 289-2201
Location: State Office Bldg., Augusta *Floor:* 7
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1907 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 27; *Unit:* 244; *Unit Citation:* 5 M.R.S.A., Sect. 241

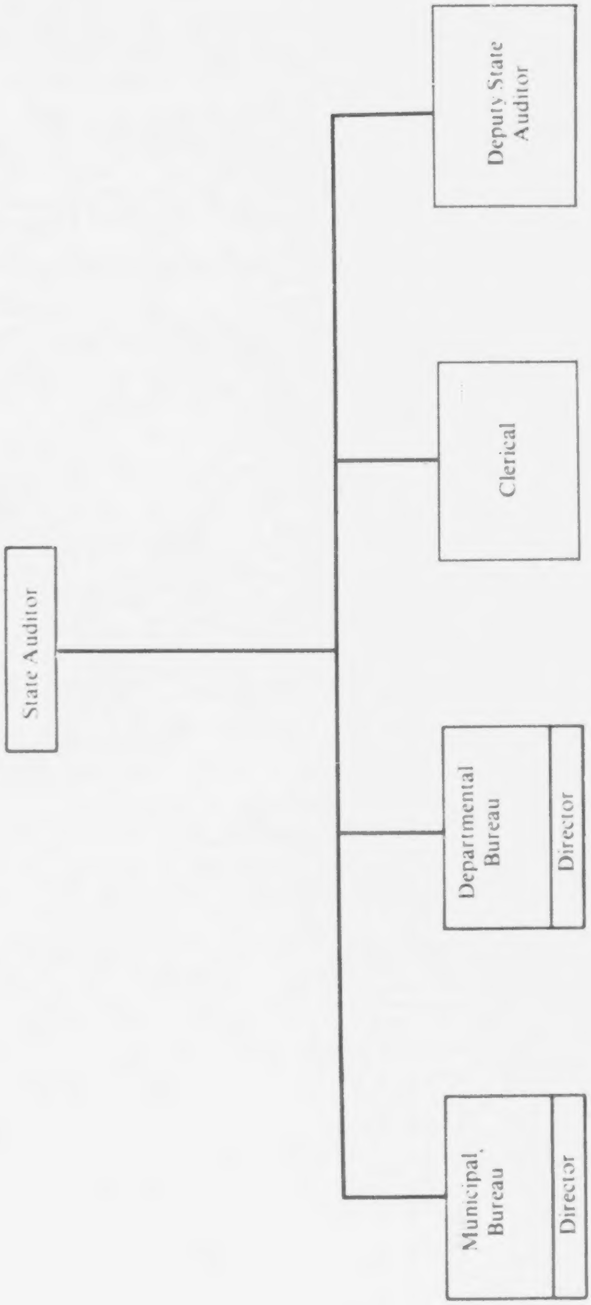
Average Count—All Positions: 36 *Permanent Legislative Count:* 36

Organizational Units:
Departmental Bureau
Municipal Bureau

PURPOSE: The Department of Audit was established to provide post audits of all accounts and other financial records of the State government or any department or agency thereof, and to report annually on this audit and at such times as the Legislature may require. The Department is authorized to install accounting systems and to perform post-audits for counties, District Courts, municipalities, court clerks and probation officers; to perform post-audits for the Maine Forestry District; to serve as a staff agency to the Legislature or any of its committees, or to the Governor in making investigations of any phase of the State's finances, and to investigate and report incidents of alleged fraud, attempted fraud, commingling or misapplication in connection with but not limited to handling of funds of the State; to review and study departmental budgets and capital programs for better and efficient management of the State government; to review and study expenditures of the dedicated funds of independent boards and commissions, and to report its findings, with recommendations, on any review or study to the Legislature.

The State Auditor is authorized to serve as a staff agency to the Commission on Governmental Ethics and Election Practices in making investigations of any phase of the Commission's work and has all necessary powers to carry out his responsibilities.

ORGANIZATION CHART
DEPARTMENT OF AUDIT


State Auditor
Deputy State Auditor
Clerical
Departmental Bureau
Director
Municipal Bureau
Director

CONSOLIDATED FINANCIAL CHART FOR FY 79
DEPARTMENT OF AUDIT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	253,214		253,214			
Bal Brt Fwd— Encumbered	1,946	1,946				
Revenue From Local Govts	210,758		210,758			
Fees Charged For Services	55,998		55,998			
Receipts From Other Funds	13,627		13,627			
Legislative Approp/Alloc	317,391	317,391				
Transfers—Non-Federal $	11,697	11,697				
TOTAL RESOURCES	864,631	331,034	533,597			
EXPENDITURES						
Salaries and Wages	496,900	273,797	223,103			
State Share of Retirement	58,511	32,293	26,218			
Prof Service, Not By State	2,045	1,387	658			
Travel Expenses, In-State	42,873	5,652	37,221			
Travel Expense, Out-State	1,744	899	845			
Utilities	4,415	1,890	2,525			
Repairs	1,314	720	594			
Insurance	11,713	6,247	5,466			
General Operating Expense	5,341	3,498	1,843			
Other Supplies	7,651	2,967	4,684			
Equipment Purchases	1,092	874	218			
Trans. to Gen.-Fund Sta-Cap	3,954		3,954			
TOTAL EXPENDITURES	637,553	330,224	307,329			

ORGANIZATION: The Department of Audit originated in 1883 with the establishment of a three-member Committee to Examine Accounts of State Treasurer. Abolished in 1907, the Committee was replaced by a State Auditor who was to examine all accounts and demands against the State, including all matters requiring payment from the State Treasury, and in 1931, the Department of Audit was created under the administrative direction of the State Auditor who is elected by joint ballot of the Legislature for a term of four years.

In January, 1945, a reorganization of departmental auditing procedures was undertaken. The position of Deputy Auditor was established, and the "resident-auditor plan" under which individual auditors were permanently assigned to certain departments to make a continuous post-audit of books and records, was eliminated. At present, one or more auditors are assigned to specific jobs as scheduled, and work is done periodically rather than by the resident-auditor plan. The use of an audit certificate was introduced and is included in each report of audit to a department, agency, municipality, institution, etc.

PROGRAM: The program of the Department is implemented through its Bureaus.

Departmental Bureau. The Departmental Bureau performs post-audits of accounts and other financial records of Maine State Government and reports on these audits. Audits scheduled for FY 79 totaled 159. These 159 audits consisted of 84 departments, bureaus, agencies, and/or commissions, 10 institutions, 6 vocational technical institutes, one school of practical nursing, 42 examining boards, and 16 public administrators. In addition to the above audits, there is one staff auditor trained to do Federal Disaster relief audits.

Expenditures for personal services are the major disbursement for this Division and represented 93.3% of the FY 79 expenses. This department is continually being asked to perform audits of federally funded programs and by federal guidelines so that it is conceivable to believe that in the near future consideration will have to be given to this matter of additional staff. To implement such a program would mean approximately two more auditors and corresponding funds.

Municipal Bureau. The Municipal Bureau's revenues are derived from a self supporting Special Revenue Fund based on services and fees charged to counties, cities and towns, other State departments and contributions from the Highway Fund. Revenue from this program is expected to remain constant for the next biennium at $281,000.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) TREASURER OF STATE

JERROLD B. SPEERS, STATE TREASURER
MAURICE F. STICKNEY, Deputy Treasurer

Central Office: *Telephone:* 289-2771
Location: State Office Bldg., Augusta *Floor:* 3
Mail Address: Statehouse, Augusta, Maine 04333

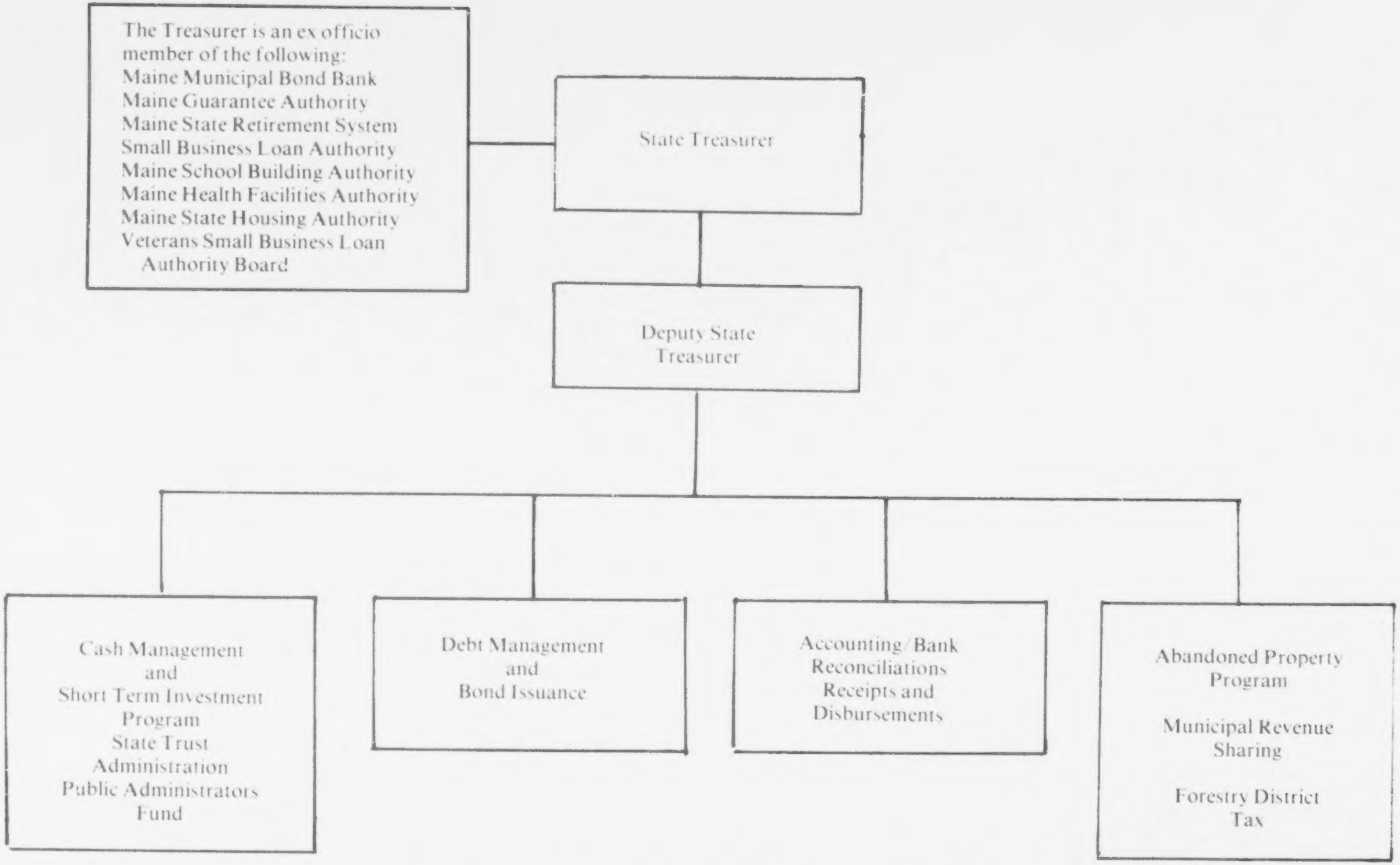
Established: 1820 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 28; *Unit:* 248; *Unit Citation:* 5 M.R.S.A., Sect. 121

Average Count—All Positions: 10 *Permanent Legislative Count:* 13

PURPOSE: A constitutional officer, the Treasurer of State is authorized to receive and keep records of all items of income accruing to the State; to deposit such items in banks, reconciling said balances and temporarily investing idle funds; to sell bonds of the State as approved by law and keep records pertaining to such debt; to maintain monthly exhibits concerning these

ORGANIZATION CHART
(OFFICE OF) TREASURER OF STATE


The Treasurer is an ex officio member of the following:
Maine Municipal Bond Bank
Maine Guarantee Authority
Maine State Retirement System
Small Business Loan Authority
Maine School Building Authority
Maine Health Facilities Authority
Maine State Housing Authority
Veterans Small Business Loan Authority Board
State Treasurer
Deputy State Treasurer
Cash Management and Short Term Investment Program
State Trust Administration
Public Administrators Fund
Debt Management and Bond Issuance
Accounting/Bank Reconciliations
Receipts and Disbursements
Abandoned Property Program
Municipal Revenue Sharing
Forestry District Tax

CONSOLIDATED FINANCIAL CHART FOR FY 79
TREASURY DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	675,146	55,651	2,877		7,159	609,459
Bal Brt Fwd— Encumbered	150	150				
Licenses/Permits/Fees/Tax	14,091,444		14,091,444			
Interest/Investment/Rents	2,094,509				3,936	2,090,573
Revenue From Federal Govt	238,958				238,958	
Receipts From Other Funds	50,000					50,000
Legislative Approp/Alloc	34,421,742	34,421,742				
Trans Contingent Acct	1,840	1,840				
Adjustment of Balance Fwd	79		79			
Transfers—Non-Federal $	110,638	299,896				—189,258
TOTAL RESOURCES	51,684,506	34,779,279	14,094,400		250,053	2,560,774
EXPENDITURES						
Salaries and Wages	123,611	123,611				
State Share of Retirement	14,439	14,439				
Prof Service, Not By State	5,191	5,191				
Computer Service, By State	668	90	578			
Travel Expenses, In-State	668	668				
Travel Expense, Out-State	1,899	1,899				
Utilities	4,028	4,028				
Repairs	1,131	1,131				
Insurance	5,617	5,617				
General Operating Expense	77,200	76,140	1,060			
Other Supplies	1,685	1,685				
Grants to Local Govts.	23,025,086	8,686,768	14,088,266		250,052	
Unemployment Comp Benefit	240	240				
Equipment Purchases	5,594	5,594				
Debt Retirement, Interest	25,828,609	25,828,609				
Trans. to Gen.-Fund Sta-Cap	353		353			
TOTAL EXPENDITURES	49,096,019	34,755,710	14,090,257		250,052	

monies; to enter into contracts or agreements with banks for custodial care and servicing of negotiable securities belonging to the State; and to establish accounts with such banks for servicing State agencies. Effective January 1979 the Treasurer undertook the administration of the Abandoned Property Program.

ORGANIZATION: The Treasurer of State, established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. The chief clerk in the office of the Treasurer of State is designated by law as the Deputy Treasurer of State, to perform the duties of the office of Treasurer in the event of a vacancy or other absence.

PROGRAM:

Cash Management. In a typical year, nearly 2,300,000 State checks will be distributed by the Treasurer's office through the State and federal postal system to payees. They represent all state disbursements except for unemployment compensation. These checks are valid for 270 days from the date of issue. Upon request, checks may be validated for an additional period.

Other duties include stop payment orders and the provision of photocopies of cancelled checks. The department also processes claims for the checks that are lost in the mails, or which bear forged endorsements, and issues new checks to authorized payees. Each year several hundred delete and make-over checks will be handled. Approximately fifty demand deposit accounts with Maine banks are maintained and administered by the office. These bank accounts are reconciled by Treasury employees and utilized by various departments, agencies and liquor stores in every sizeable Maine community for the deposit of income to the credit of the State. Three of these accounts are also used for disbursements.

The basic unit of cash income management is the income statement. State agencies file over 31,000 of these reports each year together with the funds or deposit tickets from a State bank depository. This office processes these reports so that State income can be properly recorded.

Bad checks received by agencies of the State—those checks lacking proper signatures, having insufficient funds, or otherwise defective—are returned to the office. These return items are classified and charged back to the State agency which accepted them. In a year's time, an average of 2,500 bad checks will be processed.

A further duty is the sorting and mailing of some 110,000 warrants each year. These reports are sent to the various State agencies to indicate payment information of various bills which have been paid for them with State funds.

Investment Management. Both short-term and long-term investment programs are administered by the department. Every working day, the cash position of all State funds is determined. A minimum uninvested balance is calculated as an inherent part of this program. A portion of this available balance is sufficient to compensate the banks for their costs in providing banking services to the State. Any excess cash is immediately invested in certificates of deposit with Maine banks, prime commercial paper or U.S. Government securities which mature in less than 24 months.

A bidding process is followed for bank certificates of deposit to obtain the highest interest yield for the State. Other investment considerations are safety and liquidity in determining the different forms and maturities of investments. The economic value of investments in Maine dictates the maximum consideration of investments within the State. Each year, as shown on the accompanying financial statement, several million dollars of investment earnings are received and credited to the State as a result of this short-term investment program.

Long-term investments comprise the various trust funds, principally the Governor Baxter Trust, the Lands Reserved Trust, and the Common Trust. A contract for custody and management has been entered into for a five year period with a Maine bank. Periodically, the State Treasurer and the other officials designated by law supervise these investments and meet with the trust officers from the bank. Recordkeeping and general administrative details are carried out by the staff of the department. Income from the trusts is turned over to the various State departments and local municipalities at regular intervals.

The department has several investment custodian responsibilities as well. Construction contractors may deposit securities as collateral for the payment of retainage. The recordkeeping and payment duties are carried out by the office staff. Similarly, escheated estates, guaranty deposits, and unclaimed and liquidating dividends are administered by the department.

Court orders, correspondence and general supervision are maintained to insure the effective discharge of these responsibilities.

Debt Management. Short-term and long-term borrowing is a major program. In a typical year, several million dollars of temporary notes and several million dollars of bonds will be sold to provide funds for State needs. This office prepares the proposals, obtains the necessary approvals, obtains printing of the bonds or notes, receives bids, and delivers and closes the sale. Records are maintained of maturities and interest payments on the nearly $265,000,000 of outstanding State debt. The payments to the fiscal agent for notes, bonds and coupons that mature are initiated here. The cancelled paid items are verified and prepared for cremation. In a year's time, over 120,000 interest coupons and 3,500 bonds plus numerous notes will be processed in this manner. Periodically, the paid debt items are cremated and formal certifications issued for record purposes.

Providing information services to credit rating agencies, banks, investors, underwriters, and others is part of this program. These activities are conducted on a continual basis throughout the year.

An important part of the duties of Treasurer derives from membership on various state boards and commissions that effect the size of state debt. A member of all such boards, the Treasurer is able to monitor the size of all debt affecting the State and may comment on and bring influence to bear on the creation of additional debt. The Treasurer is an ex officio member of the Maine Municipal Bond Bank, the Maine Guarantee Authority, the Board of Trustees of the Maine State Retirement System, the Small Business Loan Authority Board, the Maine School Building Authority, the Maine Health Facilities Authority, the Maine State Housing Authority, and the Maine Veterans Small Business Loan Authority Board.

General Management. Miscellaneous financial responsibilities have been assigned to the department through the years. For example, the administration of the State-Local Revenue Sharing program is administered by the office of the Treasurer. Each month 3.58% of the amounts collected from the income and sales taxes are placed in a special account. The following month these funds are paid to municipalities as State assistance.

Other responsibilities include maintaining control records for taxes assessed and reported by the State Tax Assessor. Tax assessment warrants to municipal tax assessors are processed by this office, and the annual collection of the Forestry District Tax.

PUBLICATIONS:

Official Statements from recent sales of State bonds and notes, no charge.

FINANCES, FISCAL YEAR 1979: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GENERAL GOVERNMENT

DEPARTMENT OF THE SECRETARY OF STATE

RODNEY S. QUINN, SECRETARY OF STATE
ELSIE BOWEN, Deputy Secretary of State
JAMES S. HENDERSON, Deputy Secretary of State
LINWOOD F. ROSS, Deputy Secretary of State

Central Office: *Telephone:* 289-3501
Location: State Office Bldg., Augusta *Floor:* 2
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1820 *Sunset Review Required by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 29; *Unit:* 250; *Unit Citation:* 5 M.R.S.A., Sect. 81

Average Count—All Positions: 315 *Permanent Legislative Count:* 347.5

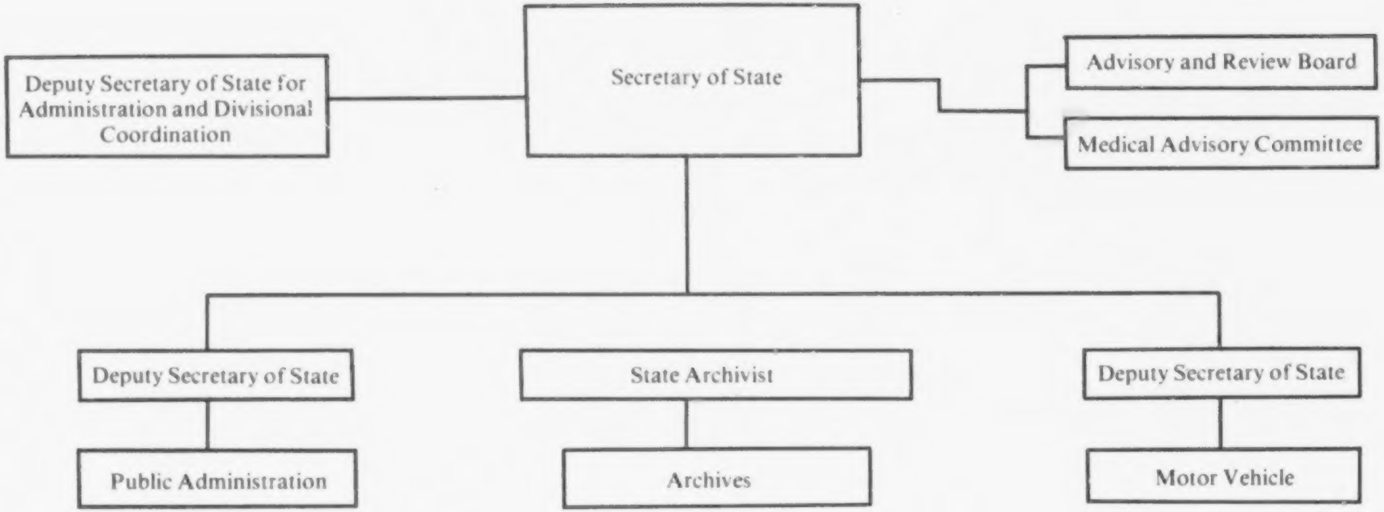
Organizational Units:

- Public Administration Division
  - Administration Bureau
  - Administrative Procedures Office
  - Commissions and Pardons Bureau
  - Corporation Bureau
  - Elections Bureau
  - Public Disclosure Bureau
  - UCC Bureau
- Maine State Archives
  - Archives Advisory Board
- Motor Vehicle Division
  - Advisory and Review Board
  - Medical Advisory Committee

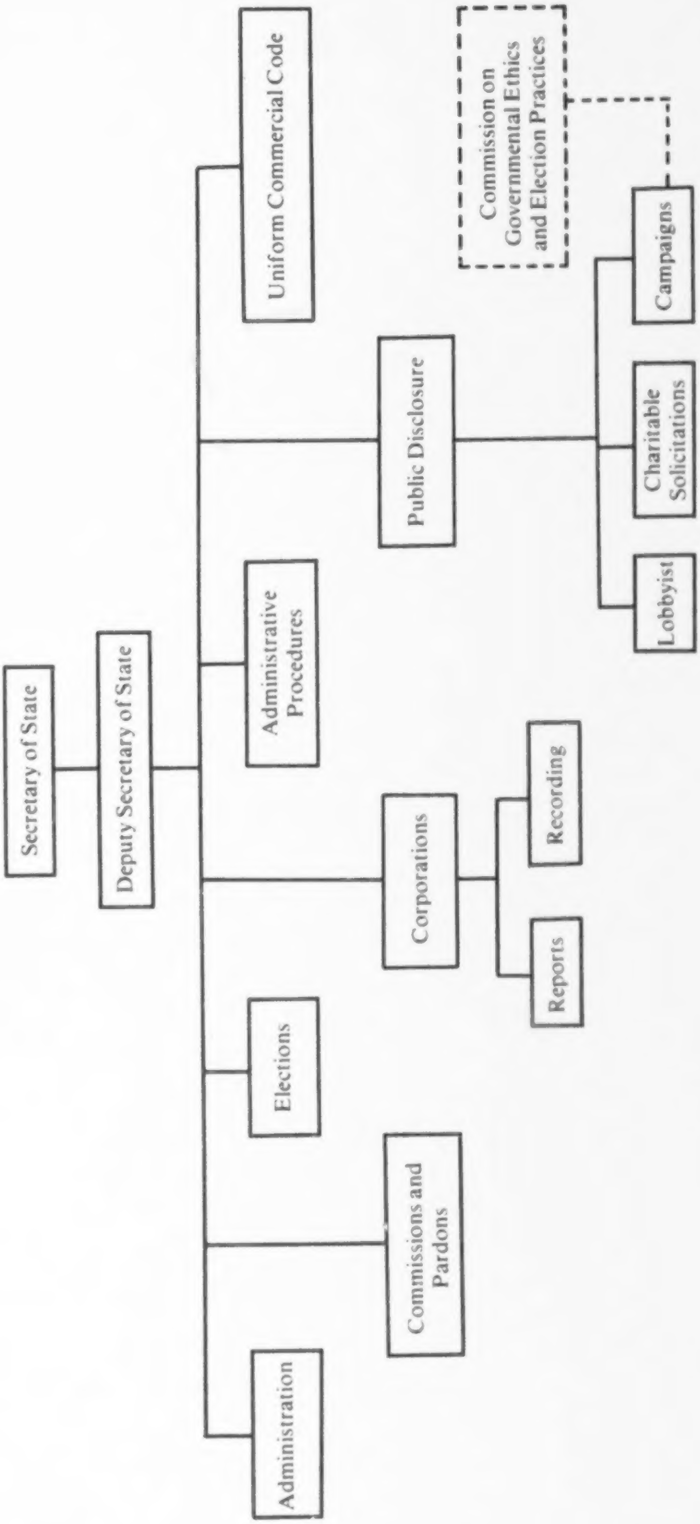
PURPOSE: A constitutional officer, the Secretary of State serves as executive head of the Department of the Secretary of State, and is authorized to keep his office at the seat of government, have the custody of the state seal and preserve all records in such office at the expense of the State; to keep and preserve the records of all the official acts and proceedings of the Governor, Senate and House of Representatives, and, when required, lay the same before either branch of the Legislature, and perform such other duties as are enjoined by the Constitution or required by law. The Secretary of State attends the Governor, Senate and House of Representatives as they shall respectively require; appoints all notaries public and provides written notice of expiration of commissions to notaries public and justices of the peace, renews commissions for both of these offices, files notice of their qualification and notifies registers of probate and clerks of judicial courts where the officer resides of appointment and qualification; prepares commissions for appointees and certificates of election to office for presentation to the Governor under the seal of the State; causes all bills passed by the Legislature to be engrossed; distributes printed information and instructions, ballots and blanks for all election returns required by law to clerks of the several towns; files articles of incorporation; files UCC transactions and performs other receiving, filing and recording functions for which legal fees may be collected; administers the Charitable Soliciations Act; registers lobbyists; files rules adopted pursuant to the Administrative Procedures Act; annually registers motor vehicles and issue licenses for operators thereof; issues certificates of title, license new and used car dealers; and generally supervises the Department's subdivisions as required by statute and recommends to the Legislature such changes as may be required to modernize and improve the functions and services rendered by the Department.

ORGANIZATION: The Secretary of State, as established by the Constitution of the State of Maine in 1820, is elected biennially by joint ballot of both Houses of the Legislature. In 1862, certificates of incorporation were required to be deposited with the Secretary of State, leading to the formation of a Corporation Division in 1870. The Elections Bureau originated in 1891 when the Secretary of State became responsible for printing and distributing ballots to towns, providing returns and performing other duties relating to elections. The Motor Vehicle Division was established in 1905 to provide for the registration of motor vehicles by the Secretary of State. In 1919 registration of legislative counsel and employers became a function of the

ORGANIZATION CHART
DEPARTMENT OF THE SECRETARY OF STATE


Secretary of State
Deputy Secretary of State for Administration and Divisional Coordination
Advisory and Review Board
Medical Advisory Committee
Deputy Secretary of State
Public Administration
State Archivist
Archives
Deputy Secretary of State
Motor Vehicle

DEPARTMENT OF THE SECRETARY OF STATE
DIVISION OF PUBLIC ADMINISTRATION


Secretary of State
Deputy Secretary of State
Administration
Commissions and Pardons
Elections
Corporations
Reports
Recording
Administrative Procedures
Public Disclosure
Lobbyist
Charitable Solicitations
Campaigns
Commission on Governmental Ethics and Election Practices
Uniform Commercial Code

CONSOLIDATED FINANCIAL CHART FOR FY 79
DEPARTMENT OF THE SECRETARY OF STATE

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	22,997		24,747		−1,750	
Bal Brt Fwd— Encumbered	173,873	18,895		153,228	1,750	
Licenses/Permits/Fees/Tax	414,018		−1	414,019		
Revenue From Federal Govt	63,344				63,344	
Fees Charged For Services	608,313		15,919	592,394		
Legislative Approp/Alloc	4,344,049	831,349		3,512,700		
Transfers Contingent Acct	1,700	1,700				
Adjustment of Balance Fwd	12,351	−260	−2,222	12,580	2,253	
Transfers—Non-Federal $	344,701	2,556		214,145	128,000	
TOTAL RESOURCES	5,985,346	854,240	38,443	4,899,066	193,597	
EXPENDITURES						
Salaries and Wages	3,004,069	474,298	282	2,474,774	54,715	
State Share of Retirement	344,743	55,289	394	282,892	6,168	
Other Fringe Benefits	1,878			1,878		
Prof Service, Not By State	55,502	9,238		42,759	3,505	
Computer Service, By State	358,567	21		358,546		
Other Prof Serv, By State	1,132	176		956		
Travel Expenses, In-State	16,845	1,429		15,416		
Travel Expense, Out-State	7,051	2,361		2,277	2,413	
Operation—State Vehicles	78,281	1,227		76,270	784	
Utilities	150,282	18,820		131,462		
Rents	141,492	6,912	41	134,539		
Repairs	34,045	6,292		27,753		
Insurance	104,500	14,703	97	87,203	2,497	
General Operating Expense	402,554	56,164	64	345,553	773	
Food	20	20				
Fuel	5,677			5,677		
Other Supplies	597,991	97,783	4	500,204		
Misc Grants to Individual	169			169		
Pensions	15,698	7,731		7,967		
Buildings & Improvements	19,904			19,904		
Equipment Purchases	130,351	13,448	262	64,598	52,043	
Trans to Gen-Fund Sta-Cap	132,196		61	130,210	1,925	
TOTAL EXPENDITURES	5,602,947	765,912	1,205	4,711,007	124,823	

Secretary of State. In 1963, the State adopted the Uniform Commercial Code to be administered by the Secretary of State, becoming a function of the Corporation Bureau. Also in 1963, the Department of the Secretary of State was first recognized under law, with the Secretary of State designated as its executive head. The Maine State Archives, created in 1965 and administered by the State Archivist, was made a bureau of the Department in 1973. The Administrative Procedures Act became effective July 1, 1978.

PROGRAM: The Program of the Secretary of State is implemented through its sections and divisions.

Motor Vehicle Division. This Division supervises the licensing of motor vehicle operators and the registration of all types of motor vehicles. Its long-range plans, forming the basis of the purpose of the Division, are to insure orderly record-keeping relating to motor vehicles and motor vehicle operators, and to permit and develop to the greatest possible degree the safe operation of motor vehicles within the State.

Maine State Archives. The Archives is charged essentially with responsibility for the safe and orderly preservation of all important State records and documents and to provide to the public free, but controlled, access to a multitude of various State records.

Division of Public Administration. The Division, administratively designated in 1979, supervises a wide variety of activities through seven bureaus. Essentially it is a central filing location for these activities. The division is currently undertaking an intensive effort to modernize its information storage and retrieval capability through the use of computer systems and modern management techniques.

Bureau of Administration. This Bureau is basically responsible for financial and personnel matters. It accounts for the fees paid for filing documents with other bureaus. In addition, it processes the licensing of ministers to solemnize marriages in the State of Maine.

Administrative Procedures Office: This bureau-level office is the depository for all state agency administrative rules. It has the responsibility to assure that such rules are adopted in compliance with requirements for public notice and hearing.

Commissions and Pardons Bureau: All commissions (such as notaries, justices of the peace, board of committee memberships, etc.) are recorded officially. A newly instituted computerized listing system produces currently updated reports by name, office, date of term expiration, organizational unit number, and other criteria. In addition, documents relating to pardons are filed here.

Bureau of Corporations: This Bureau is basically a repository for all records required by statute relating to domestic and foreign corporations—both profit and non-profit. The new Non-Profit Corporations Act, which requires biennial reporting, has significantly increased its workload. The Bureau is divided into a Recording Section, which reviews all documents for completeness prior to filing, and a Reports Section, which receives all periodic reports and provides information to the public concerning the status of all corporations.

Bureau of Election: This Bureau supervises the administration of all State elections and the application of the provisions of the State's Election Laws. With the comparatively recent trend to liberalize voter participation in elections and to examine more closely election campaign practices and expenditures, it is the prime objective of the Bureau to formulate the best possible procedures to insure honest, efficient and fair elections in which there wil be maximum citizen participation.

Significant activities of the Election Bureau during the past fiscal year included the scheduling of an Election School Seminar Program to assist, advise and instruct local election officials, registrars, and Boards of Registration of each county in their statutory duties and responsibilities; continuance of a close working relationship with the Joint Legislative Committee on Election Laws; and assisting in the preparation of several significant changes and departmental program evaluation directed at improving election procedures and departmental services.

Bureau of Public Disclosure: Recent trends toward public disclosure have produced several reporting functions which are consolidated in this Bureau. The Lobbyist Disclosure Law requires monthly reports of income and expenses; the Charitable Solicitations Act requires financial and other information to be filed. Political campaign reporting is under the direction of the Commission on Governmental Ethics and Election Practices. The Commission shares a staff member with the Bureau, thus allowing all disclosure reports to be processed through this agency.

UCC Bureau: The Uniform Commercial Code generates hundreds of filings and other transactions per day. Filings preserve security interests in personal property taken as collateral for loans.

LICENSES, PERMITS, ETC.:

- Licenses:
  - Minister
- Regulations:
  - Regulation of Trading Stamp Companies
- Commissions:
  - Justice of the Peace
  - Notary Public
- Filings:
  - Administrative Rules & Regulations
  - Domestic Profit & Nonprofit Corporations
  - Foreign Profit & Nonprofit Corporations
  - Log Wood Marks
  - Miscellaneous Filings by State Agencies
  - Trade Marks
  - Uniform Commercial Code
  - Uniform Limited Partnership
  - Union Labels
  - Lobbyist Registrations
  - Charitable Solicitors & Professional Fund Raisers

PUBLICATIONS:

- Business Corporations, Laws Relating To
- Corporations Without Capital Stock, Laws Relating To
- Election, Laws Pertaining To
- Election Officials Guidebook
- Marriage & Marriage Records, Laws Relating To
- Running For Office In Maine
- Trademark Law
- Uniform Commercial Code @ $1.50 per copy
- Uniform Limited Partnership Act
- Registered Lobbyist @ $.10 per page

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF THE SECRETARY OF STATE (Chief Administrative Unit)	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
RESOURCES						
Bal Brt Fwd—Unencumbered	2,176		2,176			
Bal Brt Fwd— Encumbered	11,395	11,395				
Fees Charged For Services	8,813		8,813			
Legislative Approp/Alloc	515,717	515,717				
Transfers Contingent Acct	1,700	1,700				
TOTAL RESOURCES	539,801	528,812	10,989			
EXPENDITURES						
Salaries and Wages	249,433	249,151	282			
State Share of Retirement	29,221	28,827	394			
Prof Service, Not By State	8,139	8,139				
Computer Service, By State	21	21				
Other Prof Serv, By State	176	176				
Travel Expenses, In-State	775	775				
Travel Expense, Out-State	862	862				
Utilities	10,416	10,416				
Rents	6,953	6,912	41			
Repairs	1,167	1,167				
Insurance	8,789	8,692	97			
General Operating Expense	42,171	42,107	64			
Food	20	20				
Other Supplies	79,125	79,121	4			
Pensions	7,731	7,731				
Equipment Purchases	11,232	11,232				
Trans to Gen-Fund, Sta-Cap	61		61			
TOTAL EXPENDITURES	456,292	455,349	943			

DIVISION OF MOTOR VEHICLES

LINWOOD F. ROSS, DEPUTY SECRETARY OF STATE

Incoming WATS: 1-800-452-1920

Central Office:
Telephone: 289-2761
Location: Transportation Bldg., Augusta
Floor: 1
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1905
Sunset Review Required by: June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 29; *Unit:* 250A; *Unit Citation:* 29 M.R.S.A., Sect. 51A

Average Count—All Positions: 266
Permanent Legislative Count: 302

PURPOSE: The Division of Motor Vehicle was established to provide for the public safety and better regulation of traffic through effective administration of the laws of the State of Maine relating to motor vehicles and to the operators and operation thereof. Under the auspices of the Secretary of State, the Division provides the general public with an avenue, through a main office and eleven branches throughout the State, where motor vehicle registration and operator licenses may be obtained; makes determinations to insure that applicants applying for operator licenses have the abilities, knowledge and necessary skills for safe vehicle operation; investigates and licenses motor vehicle and trailer dealers; conducts hearings on violations of Motor Vehicle Laws to determine if the individual's privilege to operate or register a vehicle within the State of Maine should be suspended, withheld or revoked or whether his privilege should be reinstated and whether the individual should be held responsible under the Financial Responsibility Law and be required to carry liability insurance for a period of three years. The Division provides a method of titling 1975 model year and newer vehicles, and collects Sales Tax due when a vehicle purchased from other than a dealer is registered.

ORGANIZATION: The Division of Motor Vehicles was organized in 1905 for the purpose of issuing lifetime licenses. In 1911, the Legislature changed the registration and licensing from a lifetime issue to an annual issue. In the 1920's, the Division had grown to the extent that it became headed by a Chief Clerk and had a Registration and Licensing Section and a Court Records Section. In 1935, the requirement for semi-annual inspection of motor vehicles became a responsibility of the Division, and in 1939, an Examination Section was added to administer the required rule on new licenses. In 1942, the Division was reorganized and placed under the direction of the Director of Motor Vehicles, with an Assistant Director named in 1943. This organizational structure remained until 1970 when the Division was reorganized into four Bureaus; namely, Public Services; Finance and Administration; Data Processing and the Bureau of Driver Licenses. Subsequently, the Bureau of Driver Licensing was changed to the Bureau of Driver Improvement and Financial Responsibility and the Bureau of Driver Examination was added. The Division was reorganized again in 1976 into the Executive Section and three Bureaus. Data Processing responsibility was placed under the Bureau of Finance and Administration. The Bureau of Driver Examination and Driver Improvement and Financial Responsibility were combined into the Bureau of Driver Licensing and Control. In FY 78, two of the Bureaus, Driver Licensing and Control, and Public Services, were reorganized into Divisions. In FY 79, the reorganization of the Bureau of Finance and Administration was completed.

PROGRAM: FY 79 was highlighted by the continued expansion of the local re-registration program which was implemented in October, 1975, and continues to grow both in scope and popularity. The local registration program allows municipal tax collectors to issue certain classes of vehicle registrations acting as agents of the Secretary of State. During FY 79 the local registration program expanded to the point that municipal agents, when viewed collectively, now issue over 35,000 vehicle registrations and renewals each month. Issuance of new or first registrations by municipal agents was established in FY 79 on a pilot basis with the communities of Madawaska, Jackman and South Berwick selected to participate in the pilot program. After a few problems that were identified by the pilot program were resolved, the municipal agents from eighteen other communities were trained during FY 79 and authorized to issue new registrations. It is anticipated that fifty additional communities will be entered into this program during the coming year.

FY 79 witnessed further refinement of the vision testing program which was implemented in FY 78. The law on this subject was amended to require vision testing at time of first operator license renewal occurring after attaining age 40, after attaining age 52, and at the time of each renewal after age 65. Public acceptance of this new requirement was enhanced by the establishment of seventeen eye test stations throughout the state, in addition to the Motor Vehicle Branch Offices, where the public can obtain an eye test at no cost. The seventeen eye test stations are operated by municipal officials on a volunteer basis.

FY 79 was also highlighted by the establishment of a new program whereby those needing a permit to operate a motorcycle could be tested any Wednesday on a nonscheduled, walk-in basis at any Motor Vehicle Branch Office. This new service eliminated the long delay which, of necessity, often occurred between the time a person applied for a motorcyle permit and the time the applicant was scheduled for testing.

The long range goal of establishing a definite law covering operator licenses and vehicle registration requirements of nonresidents was enacted into law by the 109th First Regular Session of the Legislature. The new law requires that nonresidents who move into this state make application for Maine license and registration within 30 days if residence is declared or established. This new legislation will allow law enforcement and Motor Vehicle employees to better advise new arrivals.

The Motor Vehicle Division reached a milestone in that, for the first time in the history of the state, passenger plate #999-999 was issued, and it became necessary to switch to a numbering system involving the combination of letters and numbers.

LICENSES, PERMITS, ETC.:

License:
- Motor Vehicle Operator
- New and Used Car Dealer
- Equipment Dealer

- Motorcycle Dealer
- Boat or Snowmobile Trailer
- Loaner
- Transporter
- Titles issued for 1975 and newer vehicles which are registered
- Bus Operator

Registration:
- Passenger Car
- Truck
- Motorcycle
- Moped
- Trailer
- Tractor
- Antique Motor Cars
- Semi-trailers

Permit:
- Instruction (operator)
- Instruction (motorcycle)
- Transit (registration allowing one way trip of unregistered vehicle)
- To Cross Highway (golf carts, lawnmowers, etc.)
- Short term gross weight increase
- To Operate School Bus

PUBLICATIONS:
- Driver License Examination Manual (no fee)
- Motor Vehicle Laws (no fee)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF MOTOR VEHICLES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	503		2,253		−1,750	
Bal Brt Fwd— Encumbered	154,978			153,228	1,750	
Licenses/Permits/Fees/Tax	414,019			414,019		
Revenue From Federal Govt	63,344				63,344	
Fees Charged For Services	592,394			592,394		
Legislative Approp/Alloc	3,512,700			3,512,700		
Adjustment of Balance Fwd	12,580		−2,253	12,580	2,253	
Transfers—Non-Federal $	342,145			214,145	128,000	
TOTAL RESOURCES	5,092,663			4,899,066	193,597	
EXPENDITURES						
Salaries and Wages	2,529,489			2,474,774	54,715	
State Share of Retirement	289,060			282,892	6,168	
Other Fringe Benefits	1,878			1,878		
Prof Service, Not By State	46,264			42,759	3,505	
Computer Service, By State	358,546			358,546		
Other Prof Serv, By State	956			956		
Travel Expenses, In-State	15,416			15,416		
Travel Expense, Out-State	4,690			2,277	2,413	
Operation—State Vehicles	77,054			76,270	784	
Utilities	131,462			131,462		
Rents	134,539			134,539		
Repairs	27,753			27,753		
Insurance	89,700			87,203	2,497	
General Operating Expense	346,326			345,553	773	
Fuel	5,677			5,677		
Other Supplies	500,204			500,204		
Misc Grants to Individual	169			169		
Pensions	7,967			7,967		
Buildings & Improvements	19,904			19,904		
Equipment Purchases	116,641			64,598	52,043	
Trans to Gen-Fund Sta-Cap	132,135			130,210	1,925	
TOTAL EXPENDITURES	4,835,830			4,711,007	124,823	

MAINE STATE ARCHIVES

SAMUEL S. SILSBY, JR., STATE ARCHIVIST

Central Office: *Telephone:* 289-2451
Location: L-M-A Bldg., Augusta
Mail Address: L-M-A Bldg., Augusta, Maine 04333

Established: 1965 *Sunset Review Required by:* June 30, 1981

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 29; *Unit:* 255; *Unit Citation:* 5 M.R.S.A., Sect. 94

Average Count—All Positions: 7 *Permanent Legislative Count:* 18

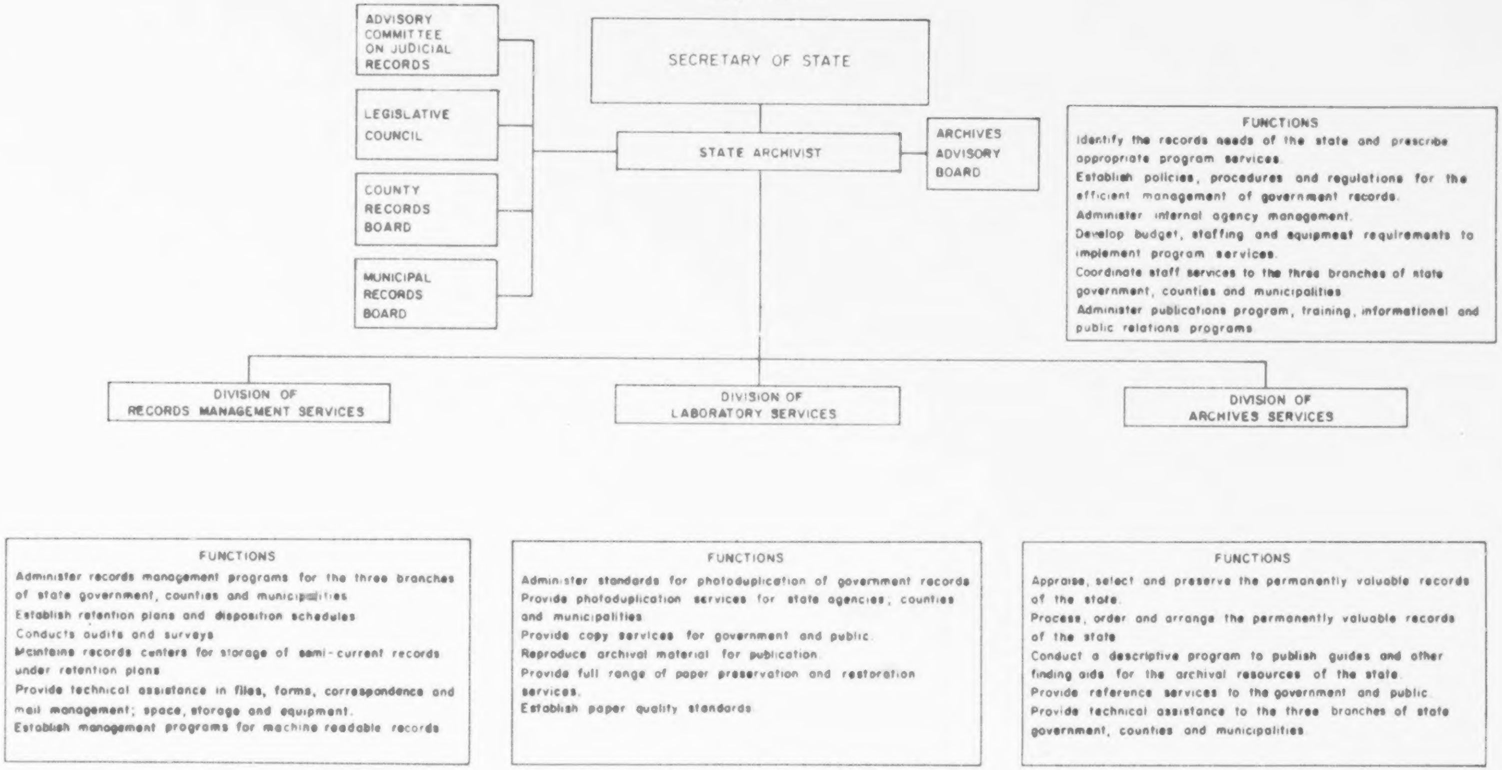
Organizational Units:

Office of the State Archivist	Archives Advisory Board
Division of Archives Services	Advisory Committee on Judicial Records
Division of Laboratory Services	County Records Board
Division of Records Management Services	Municipal Records Board

PURPOSE: The powers and duties of the State Archivist include responsibility for establishing regulations, standards and procedures governing the creation, use, maintenance, retention, preservation and disposal of State records. Under this general authority, the Maine State

MAINE STATE ARCHIVES ORGANIZATIONAL CHART

July 1, 1979


ADVISORY COMMITTEE ON JUDICIAL RECORDS
LEGISLATIVE COUNCIL
COUNTY RECORDS BOARD
MUNICIPAL RECORDS BOARD
SECRETARY OF STATE
STATE ARCHIVIST
ARCHIVES ADVISORY BOARD
DIVISION OF RECORDS MANAGEMENT SERVICES
DIVISION OF LABORATORY SERVICES
DIVISION OF ARCHIVES SERVICES

FUNCTIONS

Identify the records needs of the state and prescribe appropriate program services.
Establish policies, procedures and regulations for the efficient management of government records.
Administer internal agency management.
Develop budget, staffing and equipment requirements to implement program services.
Coordinate staff services to the three branches of state government, counties and municipalities.
Administer publications program, training, informational and public relations programs.

FUNCTIONS

Administer records management programs for the three branches of state government, counties and municipalities.
Establish retention plans and disposition schedules.
Conducts audits and surveys.
Maintains records centers for storage of semi-current records under retention plans.
Provide technical assistance in files, forms, correspondence and mail management; space, storage and equipment.
Establish management programs for machine readable records.

FUNCTIONS

Administer standards for photoduplication of government records.
Provide photoduplication services for state agencies, counties and municipalities.
Provide copy services for government and public.
Reproduce archival material for publication.
Provide full range of paper preservation and restoration services.
Establish paper quality standards.

FUNCTIONS

Appraise, select and preserve the permanently valuable records of the state.
Process, order and arrange the permanently valuable records of the state.
Conduct a descriptive program to publish guides and other finding aids for the archival resources of the state.
Provide reference services to the government and public.
Provide technical assistance to the three branches of state government, counties and municipalities.

Archives assists the three branches of State government and county and municipal government agencies in making their operations more efficient and economical through the application of modern records management techniques, including the establishment of disposition schedules under which agencies may systematically destroy records having no permanent value to the State; providing technical assistance in a variety of specialized fields such as files, forms, directives, correspondence and mail management; and providing centralized storage and retrieval facilities for records that must be temporarily retained, but which need not be maintained in high-cost office space.

Professional archival services include the selection and preservation of records that have permanent value to the State, accompanied by the application of specialized methodology and techniques designed to make such records readily accessible for use by the government and public. These in turn include the identification and arrangement of records; the development of finding aids in the form of inventories, indexes and guides to specific record groups or series; direct reference assistance to in-person users or in response to mail requests; publication by microfilm or printing of selected records having a high public demand.

The Maine State Archives provides centralized photoduplication and paper preservation services for State records. The Photoduplication Laboratory, in cooperation with the Division of Records Management Services, audits State microform and other photographic applications for feasibility and economy; and serves as a standards laboratory to ensure that all State filming of records meets standards of quality established by Maine State Archives regulations. The Restoration Laboratory is responsible for decontaminating, humidifying, deacidifying, repairing and laminating records on a selective basis. Both laboratories provide professional technical assistance to local government agencies.

ORGANIZATION: The Maine State Archives was created in 1965. The agency was designated as a central staff agency by the Legislature in 1973 and its jurisdiction extended to the counties and municipalities. By order of the Supreme Judicial Court, the Advisory Committee on Judicial Records was established in 1975 to exercise general direction over the implementation of program services to the Courts similar to those provided to the Executive Branch. Joint Order, 107th Legislature, 1975 directed the Legislative Council to exercise like supervision over the establishment of a comprehensive records program for the Legislative Branch.

The Maine State Archives is comprised of three operating Divisions: the Division of Records Management Services, the Division of Archives Services, and the Division of Laboratory Services. The Office of the State Archivist is organized to supervise overall administrative and programming responsibility, and exercise general control over publications, and agency participation in intergovernmental and public activities.

The Archives Advisory Board, the County Records Board and the Municipal Records Board are, together with the State Archivist, solely responsible for authorizing the destruction of government records in their respective jurisdictions.

PROGRAM: Maine State Archives activities and accomplishments during FY 79 may be summarized under the following program areas:

Division of Records Management Services. Priority emphasis has continued to be placed on the development of retention-disposition schedules for current records generated by all agencies of State government. These schedules provide for the orderly disposition of records at the expiration of prescribed retention periods. Work has also continued on the establishment of general retention-disposition schedules that will apply to large classes of facilitative records common to all agencies in State government.

Divisional staff have continued a program to review and conduct feasibility studies for other agencies related to the procurement of records storage and retrieval equipment and for microform applications. The staff has also provided extensive technical assistance in forms design to other State agencies.

Division of Archives Services. Reference services for permanently valuable State records were provided to more than 4,500 in-person visitors to the Archives Search Room. Upwards of 3,500 requests for research information were received by mail. The volume of information referrals from other State agencies has also substantially increased.

Efforts continued to improve intellectual control over Maine State Archives holdings of permanently valuable State records through the development of inventories, indexes, guides and special lists, but public demands for service have preempted staff time available for such projects. Other projects to select, process and arrange specific bodies of material were undertaken in preparation for microfilming, restoration laboratory work or publication, and are reported under those respective program areas.

Technical assistance was provided by Division specialists to local government agencies and non-profit organizations as Maine State Archives resources permitted.

Division of Laboratory Services. The Photoduplication Laboratory provided extensive centralized microfilm and photographic services for government records at the request of State agencies, as well as direct service to the public at an established fee rate.

The Photoduplication Laboratory tested and accepted for storage security microfilm from county and municipal government units, and performed a variety of tests, feasibility studies and other technical assistance for other government agencies.

The Restoration Laboratory continued a priority restoration project on some 5,000 unique maps and plans of the Maine Land Office, which is expected to be the major effort of the laboratory in the immediate future, in addition to supportive technical assistance as required by the other operating divisions.

The Restoration Laboratory conducted workshops in document restoration and repair for county and municipal offices and non-profit organizations around the State.

County and Municipal Records Programs. The Maine State Archives undertook a wide variety of technical assistance services to counties and municipalities as well as providing records storage for small towns and plantations that have no facilities for this purpose. Counties and municipalities continued to store security microfilm with the agency, and the Maine State Archives has also provided records storage for counties that encountered emergency space problems.

Publications Program. Publications in preparation include *Summary Guide to Archival Holdings in the Maine State Archives*, a technical assistance manual on records storage and preservation for use by local government agencies; a bibliography on Maine lands and forests; various documentaries, special lists and finding aids.

Professional Development Activities. The Maine State Archives actively participates in several national professional associations, including the National Microfilm Association, the Association of Records Managers and Administrators, the Society of American Archivists and the National Association of State Archives and Records Administrators.

Other Public Services. While the Maine State Archives must necessarily concentrate its program services in the field of government records preservation and management, the agency actively supports and participates in the activities of the Maine League of Historical Societies and Museums. Technical assistance was provided to several member societies of the League, and several staff members have voluntarily donated time to assist the League in the furtherance of its objectives. Agency staff have conducted seminars and classes in the research use of records in conjunction with courses offered by the University of Maine and various community adult education programs. The staff have participated in similar workshops and programs sponsored by religious and ethnic heritage groups. Because of the extensive Civil War records of the State of Maine in the custody of the Maine State Archives, the agency has had a substantial cooperative involvement with undertakings of Civil War-related groups, notably the Fifth Maine Regiment Community Center Association of Peaks Island, the Joshua Chamberlain Corps of the Pejepscot Historical Society in Brunswick, and the Maine affiliates of the National Civil War Round Tables.

LICENSES, PERMITS, ETC.:

The State Archivist, with the Archives Advisory Board is solely responsible for authorizing the destruction of State records having no permanent value (M.R.S.A., Title 5, §95, sub-§9)..Action taken by the State Archivist and the Archives Advisory Board is evidenced by the issuance of an executed *Request for Approval to Dispose of Records* (Form MSA 2.1073) or *Request for Approval to Establish Records Disposition Schedule* (Form MSA 22.1073).

PUBLICATIONS:

Informational Brochures:

(1) *Military Records in the Maine State Archives*. Free.
(2) *Records Available for Genealogical Research in the Maine State Archives*. Free.
(3) *Land Office Records in the Maine State Archives*. Free.
(4) *Records Relating to Local History in the Maine State Archives*. Free.

Reference Publications:

(5) *Maine State Archives, Microfilm List: Maine Town Records and Maine Census Records.* Free.

(6) *Agencies of Government, State of Maine, 1820-1971: Part I Constitutional and Public Law Agencies: Part II Private and Special and Resolve Agencies.* Free.

(7) *Public Record Repositories in Maine.* Free.

Operations Manuals:

(8) *Disposition of State Records.* Free.

Documentary Publications:

(9) *Dubros Times: Selected Depositions of Maine Revolutionary War Veterans.* Free.

Special Publications:

(10) *In Commemoration of Joshua Lawrence Chamberlain: A Guide-Bibliography.* Free.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE ARCHIVES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	20,318		20,318			
Bal Brt Fwd— Encumbered	7,500	7,500				
Licenses/Permits/Fees/Tax	—1		—1			
Fees Charged For Services	7,106		7,106			
Legislative Approp/Alloc	315,632	315,632				
Adjustment of Balance Fwd	—229	—260	31			
Transfers—Non-Federal $	2,556	2,556				
TOTAL RESOURCES	352,882	325,428	27,454			
EXPENDITURES						
Salaries and Wages	225,147	225,147				
State Share of Retirement	26,462	26,462				
Prof Service, Not By State	1,099	1,099				
Travel Expenses, In-State	654	654				
Travel Expense, Out-State	1,499	1,499				
Operation—State Vehicles	1,227	1,227				
Utilities	8,404	8,404				
Repairs	5,125	5,125				
Insurance	6,011	6,011				
General Operating Expense	14,057	14,057				
Other Supplies	18,662	18,662				
Equipment Purchases	2,478	2,216	262			
TOTAL EXPENDITURES	310,825	310,563	262			

ARCHIVES ADVISORY BOARD

DORRIS ISAACSON, CHAIRMAN
EDITH HARY, Secretary

Central Office: *Telephone:* 784-7685
Location: 10 Brann Ave., Lewiston
Mail Address: 10 Brann Avenue, Lewiston, Maine 04240

Established: 1965 *Sunset Review Required by:* June 30, 1981

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 29; *Unit:* 257; *Unit Citation:* 5 M.R.S.A., Sect. 96

Average Count—All Positions: 0 *Permanent Legislative Count:* N.A.

PURPOSE: The Archives Advisory Board's primary function is to advise the State Archivist in his administration of the law pertaining to archives, and to perform other such duties as may be prescribed by law.

ORGANIZATION: The board consists of 9 persons especially interested in the history of the State appointed by the Governor as advisors for overlapping terms of 6 years. Each advisor serves for the term of the appointment and thereafter until his/her successor is appointed and qualified. In case of the termination of an advisor's service during his term, the Governor must appoint a successor for the unexpired term. Advisors serve without compensation, but receive their necessary expenses.

PROGRAM: The Archives Advisory Board has met every other month during the fiscal year to advise the State Archivist on the disposition of records, retention schedules and on other matters of concern.

LICENSES, PERMITS, ETC.:

The Archives Advisory Board, with the State Archivist, is responsible for authorizing the destruction of State records having no permanent value (M.R.S.A., Title 5, §95, sub-§9). Action taken by the State Archivist and the Archives Advisory Board is evidenced by the issuance of an executed *Request for Approval to Dispose of Records* (Form MSA 2.1073) or *Request for Approval to Establish Records Disposition Schedule* (Form MSA 22.1073).

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit are, by administration decision, included with those of the Maine State Archives.

ADVISORY AND REVIEW BOARD ON DRIVER LICENSING AND VEHICLE REGISTRATION

LINWOOD F. ROSS, DEPUTY SECRETARY OF STATE

Central Office: *Telephone:* 289-2761
Location: Transportation Bldg., Augusta *Floor:* 1
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1966 *Sunset Review Required by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 29; *Unit:* 258; *Unit Citation:* 29 M.R.S.A., Sect. 2246

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Advisory and Review Board on Driver Licensing and Vehicle Registration was established to promote highway safety by assisting the Secretary of State in the promulgation of procedures, rules and regulations relating to motor vehicle operators and operation. The Board is authorized to assist the Secretary of State in reviewing the effectiveness of any point system adopted by him; to review procedures relative to the issuance, suspension and revocation of operators' licenses and certificates of registration; to review rules and regulations adopted by him; and to advise him of suggested changes for the purpose of promoting safety on the highways.

ORGANIZATION: The Advisory and Review Board on Driver Licensing and Vehicle Registration, established in 1966, consists of twelve members appointed by the Secretary of State, including the Chief of the State Police or his designee, and representatives of the District Courts, county attorneys, Motor Vehicle Division, Maine Highway Safety Committee, Maine

Trial Lawyers Association, insurance industry, Maine State Bar Association, Maine Municipal Association, Maine Chiefs of Police Association, Maine Sheriffs Association and Highway Users Conference. Except for the Chief of the State Police or his designee, who is a permanent member of the Board, appointments are for terms concurrent with the term of the Secretary of State.

PROGRAM: The Advisory and Review Board did not meet during FY 79.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: This unit is not authorized to receive or expend funds.

MEDICAL ADVISORY COMMITTEE (RE: LICENSING OF DRIVERS)

DR. WILBUR B. MANTER, CHAIRMAN
ROBERT C. BURKE, SOCIAL-MEDICAL COORDINATOR

Central Office: *Telephone:* 289-2879
Location: Transportation Bldg., Augusta *Floor:* 1
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1971 *Sunset Review Required by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 29; *Unit:* 259; *Unit Citation:* 29 M.R.S.A., Sect. 547

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Medical Advisory Committee was established to advise the Secretary of State on medical criteria and vision standards relating to the licensing of drivers. It assists the Secretary of State in determining whether a person is qualified to be licensed as a motor vehicle operator. When the Secretary of State has cause to believe that a licensed driver or applicant may not be physically or mentally qualified to be licensed, he may obtain the advice of the Committee. The Committee formulates its advice from records and reports or may cause an examination and confidential report to be made by one or more members of the Committee or any other qualified person it may designate. The licensed driver or applicant may cause a written report to be forwarded to the committee by a physician of his choice, which must be given due consideration by the Committee.

ORGANIZATION: The Medical Advisory Committee was authorized in 1971 to consist of five members appointed by the Secretary of State with the assistance of the Commissioner of Human Services.

PROGRAM: The Committee's major accomplishment in 1979 was the adoption of rules and regulations for medical standards regarding driver licensure. These rules were adopted on May 7, 1979 under Authority: 29 M.R.S.A. §§ 51, 547, 581, 2241, and 2241-A.

Meetings were held with Dr. Wilbur B. Manter, Chairman of the Medical Advisory Committee throughout the year. The entire Committee met for luncheon on June 19, 1979 at the annual convention of the Maine Medical Association, to establish policies and priorities for the 1979/1980 program:

1. The new medical Rules and Regulations were adopted officially by the Committee.
2. Top priority will be given by the Committee to work in the legislature for the liability protection for reporting physicians regarding medical referrals to the Motor Vehicle Division.

3. An orientation program for members of the Maine Medical Association and Osteopathic Physicians will be conducted in 1979/1980 at the individual County, Society level. The purpose of the program is to discuss medical problems in relation to Highway Safety.
4. Some 15 thousand cases have been reviewed since 1977 and accident/prognosis studies were approved by the Committee for the 1979/1980 program.

The Social-Medical Coordinator has been accepted into The "American Association for Automotive Medicine", a division of the American Medical Association. This appointment will aid the program and give the Committee national coordination with medical standards.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: This unit is not authorized to receive or expend funds.

(OFFICE OF) GOVERNOR

JOSEPH E. BRENNAN, GOVERNOR

Central Office: *Telephone:* 289-3531
Location: Statehouse, Augusta *Floor:* 2
Mail Address: Statehouse, Augusta, Maine 04333

Established: Circa 1820

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 07; *Unit:* 102; *Unit Citation:* 2 M.R.S.A., Sect. 1

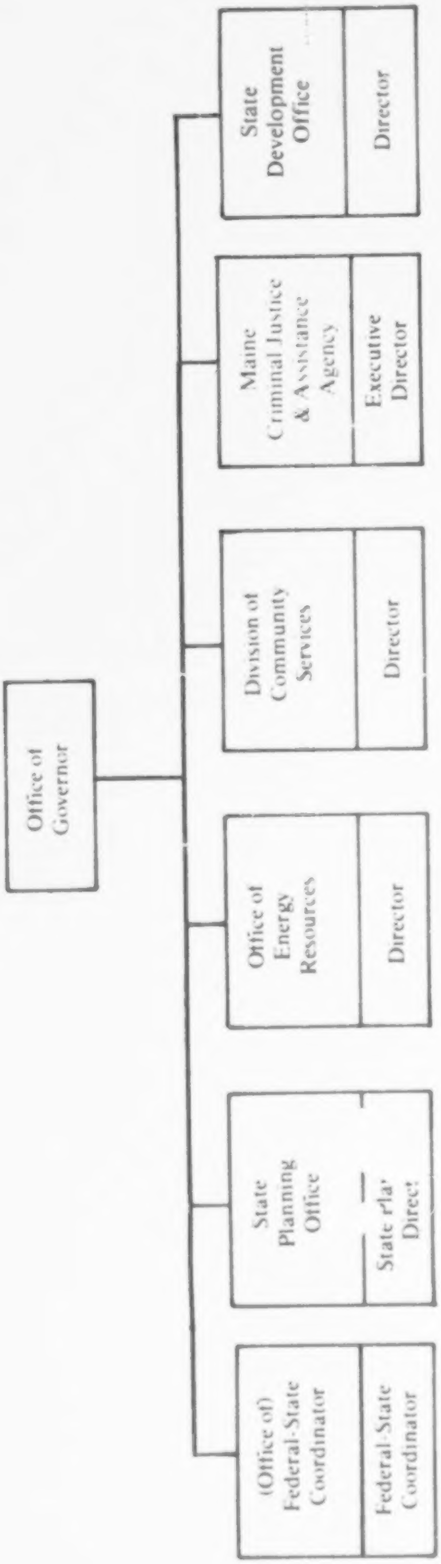
Average Count—All Positions: 11 *Permanent Legislative Count:* 11

PURPOSE: The Governor serves to direct the affairs of state according to law; to take care that the laws be faithfully executed; to give the Legislature information regarding the condition of the State and recommend measures for their consideration; to submit to the Legislature a biennial budget for the operation of State government; to act as Commander-in-Chief of the military forces of the State; to nominate and appoint all judicial, civil and military officers of the State except as otherwise provided by law; to require information from any military officer or any officer in the Executive Branch upon any subject relating to the respective duties; to grant reprieves, commutations and pardons and remit, after conviction, all forfeitures and penalties; and to accept for the State any and all gifts, bequests, grants or conveyances to the State of Maine.

PROGRAM: In addition to providing for its own staff support, the (Office of) Governor serves to coordinate and develop the several planning responsibilities of State government; to improve law enforcement in the State; to plan and coordinate manpower training and supportive services; to protect the rights and interests of women and youth of the State; to provide emergency and long-range planning and management of energy resources; to improve the relationship between the State government and its employees; and to operate, maintain and display to the public the Blaine House, as the official residence of the Governor. Some programs are so closely allied to the (Office of) the Governor as to be in reality a part of it. A brief description of each follows.

Governor's Office. The administrative office of the Governor serves to provide secretarial and staff support to the Governor as Chief Executive of the State of Maine. This support includes functions of correspondence, scheduling, preparation of reports and addresses, public information, executive appointments, case work, and managing the operating budget of the Governor.

Blaine House. The Blaine House, a National Historic Landmark, is the official residence of the Governor of the State of Maine. The Blaine House staff provide services for the Governor, the Governor's family and guests; to maintain House offices for the Governor; to display the mansion during public visiting hours; and to assist at official receptions and other gatherings at the Blaine House. The Governor is responsible for the operation of the building and


Office of Governor
(Office of) Federal-State Coordinator
Federal-State Coordinator
State Planning Office
State Plar Direct
Office of Energy Resources
Director
Division of Community Services
Director
Maine Criminal Justice & Assistance Agency
Executive Director
State Development Office
Director

ORGANIZATION CHART
EXECUTIVE DEPARTMENT

CONSOLIDATED FINANCIAL CHART FOR FY 79
EXECUTIVE DEPARTMENT (OFFICE OF) GOVERNOR

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	768,389	630,668	1,009,799		—872,078	
Bal Brt Fwd— Encumbered	1,027,285	133,978	21,229		872,078	
Revenue From Federal Govt	9,840,743				9,840,743	
Revenue From Local Govts	13,508		13,508			
Fees Charged For Services	3,414		3,414			
Legislative Approp/Alloc	2,125,105	2,125,105				
Transfers Contingent Acct	—300,558	—300,558				
Adjustment of Balance Fwd	14,178	—9,104	—846,724		870,006	
Transfers—Non-Federal $	—51,061	—51,061				
Transfers—Federal $	—961,561		2,630		—964,191	
TOTAL RESOURCES	12,479,442	2,529,028	203,856		9,746,558	
EXPENDITURES						
Salaries and Wages	2,181,021	836,619			1,344,402	
State Share of Retirement	241,701	92,857			148,844	
Prof Service Not By State	1,203,021	450,031			752,990	
Computer Service, By State	39,833	16,221			23,612	
Other Prof. Serv., By State	1,206	1,603			—397	
Travel Expenses, In-State	55,623	15,890			39,733	
Travel Expense, Out-State	49,326	18,483	244		30,599	
Operation—State Vehicles	20,782	5,845			14,937	
Utilities	120,984	64,694	196		56,094	
Rents	82,756	36,044			46,712	
Repairs	18,747	6,177	70		12,500	
Insurance	62,003	18,946	496		42,561	
General Operating Expense	304,743	142,713	132		161,898	
Food	28,683	11,205			17,478	
Fuel	8,552	4,360			4,192	
Other Supplies	90,905	36,112			54,793	
Highway Materials	2,722				2,722	
Grants to Local Govts	948,927	145,195	—2		803,734	
Grants to Pub. & Priv. Orgs.	5,655,879	392,913	19,610		5,243,356	
Public Assistance Grants	141				141	
Misc. Grants to Individual	18,230	18,230				
Pensions	607				607	
Buildings & Improvements	2,807		293		2,514	
Equipment Purchases	51,881	19,122			32,759	
Trans to Gen-Fund Sta-Cap	66,944		747		66,197	
TOTAL EXPENDITURES	11,258,024	2,333,260	21,786		8,902,978	

general maintenance of its interior. The Bureau of Public Improvements maintains the grounds, service buildings and the exterior of the mansion, and is authorized to approve and execute any remodeling of the interior.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) GOVERNOR (Chief Administrative Unit)	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
RESOURCES						
Bal Brt Fwd—Unencumbered	355,040	355,000	40			
Bal Brt Fwd— Encumbered	6,950	6,950				
Legislative Approp/Alloc	405,415	405,415				
Transfers Contingent Acct	—300,558	—300,558				
Adjustment of Balance Fwd	—2,837	—2,837				
Transfers—Non-Federal $	38,296	38,296				
TOTAL RESOURCES	502,306	502,266	40			
EXPENDITURES						
Salaries and Wages	205,553	205,553				
State Share of Retirement	21,701	21,701				
Prof Service, Not By State	7,909	7,909				
Computer Service, By State	3,310	3,310				
Other Prof. Serv., By State	1,393	1,393				
Travel Expenses, In-State	2,879	2,879				
Travel Expense, Out-State	6,295	6,295				
Operation—State Vehicles	1,620	1,620				
Utilities	23,452	23,452				
Rents	5,836	5,836				
Repairs	1,313	1,313				
Insurance	5,278	5,278				
General Operating Expense	45,900	45,900				
Food	11,205	11,205				
Fuel	4,360	4,360				
Other Supplies	8,847	8,847				
Grants to Pub. & Priv. Orgs.	102,348	102,348				
Misc. Grants to Individual	2,230	2,230				
Equipment Purchases	18,179	18,179				
TOTAL EXPENDITURES	479,608	479,608				

MAPPING ADVISORY COMMITTEE

JAMES F. CONNORS, ACTING CHAIRMAN

Central Office: *Telephone:* 289-2631

Location: AMHI, Ray Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1974 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:

Policy Area: 00; *Umbrella:* 07; *Unit:* 102A; *Unit Citation:* FY 74 Exec. Order 26

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Mapping Advisory Committee was established for the purposes of properly identifying user needs, describing mapping priorities, and developing a more representative budget for base map production with the Federal Cooperative Program, to provide savings and promote more efficient cartographic programming in the State.

ORGANIZATION: The Mapping Advisory Committee, established by Executive Order No. 26 issued by the Governor in April, 1974, is composed of ten members, including representatives of the Departments of Conservation, Inland Fisheries and Wildlife and Transportation, the Bureau of Taxation, the State Planning Office and the University of Maine at Orono. The Director of the Maine Geological Survey serves as chairman and coordinator for the Committee.

PROGRAM: Since it was initiated in 1974, the Mapping Advisory Committee has met on a quarterly basis reviewing the federal mapping program, receiving recommendations from State users and transmitting mapping priorities to the Topographic Division of the U.S. Geological Survey. The Committee also reviews all name changes and makes recommendations to the Federal Government, and acts as a clearing house for all cartographic and photogrametric projects conducted in the State.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit will not exceed $100 per year and are, by administrative decision, included with those of the Maine Geological Survey.

GOVERNMENTAL METRIC POLICIES COMMITTEE

ARNOLD O. JOHNSON, CHAIRMAN

Central Office: *Telephone:* 289-2541
Location: Education Bldg., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1976 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 07; *Unit:* 102B; *Unit Citation:* FY 77 Exec. Order 1

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The purpose of the Governmental Metric Policies Committee is to assess the impact that conversion to the metric system will have on the State and on State governmental operations; assess the state of preparedness of State Government to use and promote metric measure; prepare an assessment of the needs of business and industry, particularly the measurement sensitive industries and trades. The Committee must also locate available human and material resources; produce a plan for State metric conversion; provide coordination within State Government and among the State's businesses and industries; provide metric training for State employees; and promote greater awareness of the general public to the inevitableness of metric changeover within the next decade.

ORGANIZATION: The membership of the Committee shall include but not be limited to representation from the following departments and agencies:

1. Department of Agriculture,
2. Department of Transportation,
3. Department of Educational and Cultural Services,
4. Department of Business Regulation,
5. Department of Finance and Administration,
6. Department of Conservation,
7. Department of Environmental Protection
8. Department of Marine Resources,
9. State Development Office,
10. State Planning Office,
11. (Office of) Governor, and the
12. Public Utilities Commission.

PROGRAM: Each of the departments and agencies represented presented to the Committee a statement of its present state of preparedness and an assessment of the impact metric transition would make on it.

The Committee presented to the Governor a tentative outline of a plan for State metric conversion. The final plan will incorporate features of a New England plan cooperatively developed by representatives from the six state area.

In addition, some metric training of State employees has been accomplished. Further activities involve implementation of the State plan and securing the services of a full-time metric coordinator, but these activities await funding.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: This unit is not authorized to receive or expend funds.

DIVISION OF COMMUNITY SERVICES

TIMOTHY P. WILSON, DIRECTOR
NANCY KENNISTON, Deputy Director

Incoming WATS: Energy-1-800-452-1915
Citizens' Assistance-1-800-452-4617/8
Ombudsman-1-800-452-4619
Youth Conservation Corps-1-800-452-4619
Young Adult Conservation Corps-1-800-452-4619

Central Office: *Telephone:* 289-3771
Location: Stevens School, Dummer Bldg., Hallowell
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1964 *Sunset Termination Scheduled to Start by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 07; *Unit:* 102C; *Unit Citation:* FY 76 Exec. Order 4

Average Count—All Positions: 26* *Permanent Legislative Count:* 0

*Seasonal variations in number of employees will occur as a result of such projects as the Youth Conservation Corps.

PURPOSE: The Division of Community Services was established to advise the Governor, Legislature and the people of Maine regarding the extent and nature of poverty in Maine; to combat poverty through provision of information and technical assistance to appropriate agencies; to identify and mobilize resources available to the State under the federal Economic Opportunity Act of 1964, The Community Services Act of 1974 (extends and offers amendments to the Economic Opportunity Act of 1964) and other antipoverty programs. Appropriate staff and equipment, as necessary to receive assistance from the Community Services Administration and to carry out responsibilities of Section 221 of the Community Services Act of 1974 relating to the establishment of a State Office of Economic Opportunity, are authorized. Further, the Division is authorized to provide technical assistance to the Office of Economic Opportunity (OEO) grantees within the State, to initiate and administer programs as necessary to combat poverty, and to serve generally within State Government as an advocate on behalf of the poor.

ORGANIZATION: The Division of Economic Opportunity was established in 1964 as an administrative unit of the Executive Department. Over the years, the agency has expanded and adjusted its staff size and capability to accommodate change in requirements as specified by the Federal Office of Economic Opportunity and the availability of federal funds for program design and administration. Programs have been developed, funded, operated, transferred or terminated as appropriate, with corresponding changes occurring in total personnel and organizational structure. A staff reorganization occurred in January, 1975, with the change of

Administration. Effective September 19, 1975, the Division was renamed Division of Community Services. Most recently, an internal organizational change occurred whereby three distinct subunits were created under the Executive Director in the areas of Special Programs, Energy Programs, and Program support.

PROGRAM: With the reorganization and renaming of the Division of Economic Opportunity to the Division of Community Services in 1975, the scope of responsibility and program emphasis has been broadened considerably.

In addition to providing technical assistance to all Community Services Administration (CSA) grantees in Maine and to the overall function of providing advocacy for low-income and disadvantaged citizens at the Executive Office level, the Division is increasingly providing the umbrella structure and impetus for direct services. The function of developing innovative services and programs aimed at otherwise unmet needs is best exemplified by the original Project Fuel or winterization prototype which has since developed into a national program largely based upon the Maine model.

Major program areas active during Fiscal Year 1979 include the following:

Winterization. Activity in the winterization program continued at an accelerated pace over previous years with funding for the program coming from a variety of sources. Manpower and material costs were funded from different sources with the bulk of the manpower costs being provided by the CETA program. Local Community Action Agencies in Maine were subgrantees in the winterization program and did the actual insulation work under the guidance and coordination of the Division of Community Services.

Methods used to improve the thermal efficiency of substandard buildings included capping of attics with insulation, wall insulation, installation of storm doors and windows, caulking and weatherstripping, chimney repairs, and heating plan improvements

Approximately 3,600 substandard homes occupied by low-income citizens will be winterized during fiscal year 1979.

Office of Ombudsman. The Office of Ombudsman created by Executive Order #6, FY 75-76 receives and investigates complaints against State agencies and State employees.

The office exists: (1) to investigate complaints from the public about illegal, unreasonable, unfair, oppressive, or discriminatory administrative acts by officers or employees of the agencies of the State Government, and to recommend suitable action when found to be appropriate after careful and thorough investigation and research; and conversely, (2) to protect the officers and employees of the State Government from unwarranted or unjustified criticisms or complaints.

The Office of Ombudsman is an independent, objective intermediary between the people and State Government and strives to reduce errors, injustice or excesses by administrators through the use of criticism, persuasion, and publicity.

Total number of cases July 1, 1978 to June 30, 1979	362
Number Closed	345
Number pending and/or near completion	17

Citizens' Assistance Line. This toll-free incoming WATS line is available to Maine citizens statewide and provides a channel of communication directly to citizens experiencing difficulties or having questions about state, federal and local agencies. A variety of social needs are addressed, most often concerning financial assistance requests for crisis situations. Problems caused or intensified by the high energy costs are especially prevalent during the heating season and require considerable attention and time in negotiating with town officials and fuel dealers.

In addition to the advocacy role, increasingly a number of calls deal with informational requests and the program is serving as a clearinghouse for a number of services offered by other state, federal and local agencies. Approximately 2,500 citizens are served yearly.

Housing. Improved housing for the low-income residents of Maine continues to be a priority area for the Division. In support of this priority, the Division submitted and got approved in 1977 an innovative grant to the Department of Housing and Urban Development (HUD) for purposes of rehabilitating substandard homes. The proposal of $200,000 allowed for the hiring of 16 housing rehabilitation technicians at each of the affiliated Maine Community Action Agencies. These technicians coordinate existing weatherization and home repair task forces with the Farmers Home Administration low-interest home repair program to expand the rehabilitation of substandard homes occupied by low-income residents. The first phase of the program started in February of 1977 and extended through June of 1978. During that period, 1,013 clients were contacted and provided with assistance in a variety of ways in improving the quality of housing.

Based upon the success of this second year, the program was extended by HUD and CSA.

Research and Planning Related Activities. Technical assistance in research and planning activities to internal agency program coordinators and to the twelve Community Service Administration (CSA) grantees in the State is provided in areas related to poverty programs on a continuing basis. Among the more prominent research activities internally are grant proposal development and the creation of program monitoring and evaluation systems. Major activities in this area included computerized analysis and support of the Maine Winterization Project, the Maine 504 Housing Rehabilitation Demonstration Project, and the Maine Ombudsman Office.

In a similar area, poverty related program proposals are constantly reviewed and evaluated with specific program recommendations resulting.

Community Development. Activities in the area of community development have focused on providing technical assistance to Maine's Community Action Agencies and other community-based social service and economic development organizations. Assistance has included organization development, management assistance, planning and program development as well as financial assistance development.

Youth Conservation Corps (YCC). The Youth Conservation Corps is a summer work/earn/learn program for 15-18 year old Maine youth. It provides meaningful employment, accomplishes needed conservation work on public lands, and gives participants a better understanding and awareness of Maine's natural resources.

Young Adult Conservation Corps (YACC). The Young Adult Conservation Corps is a year-round residential program for unemployed, young adults, ages 16-23 inclusive. Thirty (30) residential participants and eight (8) staff assist the Department of Conservation in completing a backlog of conservation type work projects. This program is based at Camp Lincolnwood in Camden Hills State Park.

Tour Scheduling. The Division assumed the tour scheduling activities for the State House Complex on January 5, 1976, a task formerly performed by the State Museum. These activities include (1) arranging, scheduling, and cancelling, if necessary, tours of the State House Complex for groups (schools, senior citizens, girl/boy scouts, etc.) and also for individuals, if requested; (2) maintaining records of tours; (3) publishing biannually a pamphlet entitled *Maine History Bulletin* which contains all the necessary information regarding available tours and programs and is sent to all Maine schools. Over 600 tours were scheduled and coordinated by the Division which included approximately 18,000 scheduled visitors to the State House Complex during Fiscal Year 1978-1979.

Crisis Intervention Program (CIP). Since the onset of the energy crisis in 1973, the Division has been responsible for three federal programs designed to lessen the impact of ever- increasing costs of energy on low income households, particularly the elderly. In the spring of 1979 the Division received $458,709 under an extension of the 1978 program and $3,122,500 under the Fiscal Year 1979 program. These funds were contracted to Maine's twelve Community Action Agencies to enable them to respond to winter-related energy crises which endangered the health and survival of eligible low-income households.

PUBLICATIONS:

Profile of Poverty—Maine, A Data Source
Community Action Programs and the Poor People of Maine—A History
A Personnel Handbook (Controlled Distribution)
Maine History Bulletin

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF COMMUNITY SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	—90,632		476,126		—566,758	
Bal Brt Fwd— Encumbered	629,298	41,481	21,059		566,758	
Revenue From Federal Govt	4,825,189				4,825,189	
Fees Charged For Services	3,414		3,414			
Adjustment of Balance Fwd	5,781	—2,678	—473,748		482,207	
TOTAL RESOURCES	5,373,050	38,803	26,851		5,307,396	
EXPENDITURES						
Salaries and Wages	435,426				435,426	
State Share of Retirement	40,336				40,336	
Prof Service, Not By State	87,572				87,572	
Other Prof. Serv., By State	839				839	
Travel Expenses, In-State	11,810				11,810	
Travel Expense, Out-State	5,088				5,088	
Operation—State Vehicles	10,508				10,508	
Utilities	25,312		—80		25,392	
Rents	8,605				8,605	
Repairs	4,340				4,340	
Insurance	19,877				19,877	
General Operating Expense	15,320		124		15,196	
Food	15,916				15,916	
Fuel	4,192				4,192	
Other Supplies	38,364				38,364	
Highway Materials	2,722				2,722	
Grants to Pub. & Pvt. Orgs.	4,001,581	38,803			3,962,778	
Public Assistance Grants	31				31	
Buildings & Improvements	2,807		293		2,514	
Equipment Purchases	25,912				25,912	
Trans to Gen-Fund Sta-Cap	3,453		93		3,360	
TOTAL EXPENDITURES	4,760,011	38,803	430		4,720,778	

GOVERNOR'S ADVISORY COMMITTEE ON COASTAL DEVELOPMENT AND CONSERVATION

JEAN CHILDS, CHAIRMAN

ESTHER LACOGNATA, Coastal Program Manager

Central Office: *Telephone:* 289-3261

Location: 189 State Street, Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:

Policy Area: 00; *Umbrella:* 07; *Unit:* 102E; *Unit Citation:* FY 76 Exec. Order 10

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The purpose of the Committee on Coastal Development and Conservation is to advise the Governor and the State Planning Office on Maine's Coastal Program. The Coastal Program is an effort to improve economic, social, and environmental conditions in Coastal Maine by advising decision makers on the use of coastal resources. The program includes work on issues related to Outer Continental Shelf oil and gas development, as well as those dealing with shoreline areas.

ORGANIZATION: The Committee on Coastal Development and Conservation was originally established by Executive Order in March, 1975, and again in February, 1976, by order of the

Governor, with a broader charge. As reestablished, the Committee on Coastal Development and Conservation now consists of 18 members. The membership of the Committee is as follows: general public 6, Legislature 2, University of Maine 1, Regional Planning Commissions 1, and State government 8. All of the members, except those which serve ex officio, are appointed by the Governor.

At this time, the Governor's office is reviewing an Executive Order reorganizing and strengthening the Committee.

PROGRAM: The full Committee on Coastal Development and Conservation met six times during FY 79. In addition, its subcommittee met several times to work on specific issues and prepare reports for the full committee.

This year the Committee has done considerable work in several areas. First it reviewed the seven policy reports commissioned in 1978: Ports, Fisheries, Tourism, Heavy Industry, Cumulative Impact, Information Transfer, and Coastal Storm Damages. It discussed these reports, held public hearings on the resulting recommendations and sent them on to the Legislature and the Governor for action. As one example of how this has resulted in action, the Ports and Fisheries Studies resulted in approval by the Governor and Legislature of the recommendations for a $9 million ports bond issue for the construction of fish piers along the coast. In addition, because of this initiative, the Federal Economic Development Administration has committed an additional $10 million for fish pier construction.

Another major accomplishment during this period was the approval by the U.S. Department of Commerce of Maine's Coastal Program. This program was prepared under the direction of the Committee on Coastal Development and Conservation. Its approval makes the State eligible for federal funding for coastal planning and management activities. In FY 1979, Maine received $1.2 million to carry the program out.

The Committee also directed the process of developing an application for funding available under Section 306 of the Federal CZM Act of 1972. This activity is important to assure the continued availability of resources and to manage coastal issues and problems in Maine.

PUBLICATIONS: The only publication which is directly attributable to the Committee on Coastal Development and Conservation is "The Maine Coast: Issues to Consider", July 1978. There are, however, many publications already listed under the State Planning Office which have resulted from the work of the Coastal Program as a whole.

FINANCES, FISCAL YEAR 1979: FY 76 Exec. Order 10 provides that expenditures of this unit, which amounted to $15,000 in FY 79, shall be borne by the State Planning Office and are, therefore, included in its financial display.

GOVERNOR'S ADVISORY COMMISSION ON MAINE-CANADIAN AFFAIRS

JULIEN LeBLANC, COORDINATOR (1-79)
EMILIEN A. LEVESQUE, COORDINATOR (2-79)

Central Office: *Telephone:* 289-3531
Location: 193 State Street, Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 07; *Unit:* 102G; *Unit Citation:* FY 75 Exec. Order 11

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: This commission was established to study and evaluate existing activities in the State on both the governmental and private levels, involving Maine/Canadian cooperation, particularly with the Eastern Canadian provinces; to strengthen all areas of worthwhile regional cooperation with Canada; and to coordinate new areas of fruitful regional enterprise, with particular attention to the potential for economic development, environmental improvement and energy exchanges. The Commission disseminates information to the public, encourages and promotes economic, governmental, cultural, and educational exchanges and modes of contact. The areas of involvement include: tourism, fisheries, transportation, industrial and economic development, the environment, agriculture and forestry, cultural affairs, banking and finance.

Specific functions include coordinating conferences and meetings between State officials and their Canadian counterparts, promoting and implementing student, cultural and crafts exchanges, responding to citizens' inquiries on immigration and customs regulations, supporting the implementation of the New England Governors' and Eastern Canadian Premiers' programs at the State level, actively participating in border problems arising from labor, rights-of-way, licensing and flooding involving border municipalities. The economic development participation includes tariff surveys, promotion of Maine products among our Canadian neighbors, and evaluation, study and coordination of industrial development proposals for Maine/Canada.

The commission also serves as a referral, information, and translation service for various governmental departments, private industry and private citizens and acts as a liaison for the Governor's office with the Canadian provincial and federal governments and the U.S. government.

ORGANIZATION: From 1970 through 1972, the Office of the Governor became increasingly involved in Canadian matters. With this growth in Canadian contacts, the initial Executive Order was established in January 1973. With the desire to develop additional cooperation, the Governor reestablished by Executive Order the Governor's Advisory Commission on Maine-Canadian Affairs in 1975. As indicated under the Program, the commission part of the Executive Order is now in the process of being finalized for a more complete input from the many interests of the general public.

PROGRAM: From 1973 this office pursued many new areas of cooperation with Canada. In 1975 the coordinator was given new specific emphasis in the following areas: agriculture and forestry, tourism, fisheries, transportation, and banking and finance. The activities and coordination have included help in implementing the project designated by the New England Governors' and Premiers' Conference in Whitefield, N.H., in June of 1978. Topics included discussion on energy resources, transportation and tourist programs.

The promotion of a secondary level student exchange by Maine high schools and their Quebec counterparts is being implemented. Pipeline proposals are being studied.

In agriculture and forestry the coordinator has acted as a referral center for mutual cooperation and exchange by Provincial and State officials. The office of coordinator is exploring new improved routes between Quebec and Maritime Provinces and New England. Furthermore, the coordinator is serving as a referral and information center, in Canadian Affairs, for various governmental departments, private industry, and private citizens, and acts as coordinator between the (Office of) the Governor and the Provincial Premiers' offices.

Subsequently a new tourist program for all the northeast is being formulated, a new letter of understanding for trucking forest products between Maine and Quebec has been finalized by the Maine and Canadian governments.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $9,954.19 in FY 79 and are, by administrative decision, included with those of the Federal State Coordinator.

MAINE LAND AND WATER RESOURCES COUNCIL

RICHARD BARRINGER, CHAIRMAN
CRAIG W. TEN BROECK, EXECUTIVE SECRETARY

Central Office: *Telephone:* 289-2212
Location: AMHI, Ray Bldg., Augusta *Floor:* 2
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1976 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 07; *Unit:* 102H; *Unit Citation:* FY 76 Exec. Order 12

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The basic purpose of the Council is to advise the Governor, Legislature, and state agencies in the development of a comprehensive, integrated land and water resources planning and management program for Maine. The Governor's Executive Order which established the Council, directed the Council to do the following: provide for a substantially improved land and water resources information base for planning purposes, develop a program to interpret and analyze this information base, evaluate Maine's land use regulatory system and recommend necessary improvements, provide direction to the State's comprehensive land use program, encourage inter-agency coordination of land and water resource programs through review of relevant agency work programs, recommend coordinated state policies for major proposals that transcend the concerns of any one agency, and seek cooperation of federal agencies to assure that their programs are in the best interest of the state.

ORGANIZATION: The Council was created by Executive Order No. 12 FY 75/76 on March 19, 1976. This Executive Order has been superseded by Executive Order No. 12 FY 78/79, issued on May 9, 1979.

The Council's membership consists of: the Commissioner of the Department of Agriculture, the Commissioner of the Department of Conservation, the Commissioner of the Department of Environmental Protection, the Commissioner of the Department of Inland Fisheries and Wildlife, the Commissioner of the Department of Marine Resources, the Commissioner of the Department of Transportation, the Director of the State Development Office, the Director of the State Planning Office, the Director of the State Energy Office, the Vice President for Research and Public Service, University of Maine; a member of the Maine Senate, a member of the Maine House of Representatives, and the Chairman of the Regional Planning Commission's Directors Association. The Maine Senate member is appointed by the President of the Senate and the House member by the Speaker of the House.

PROGRAM: The Land and Water Resources Council met four times during FY 1979. The Council's work program progressed in the following areas:

Developing a Resource Management System. The following activities contributed to the Council's efforts to improve the state's resource management system.

A Study of the Procedural Efficiency of Maine's Environmental Permit System: The Land and Water Resources Council was requested by the Cabinet Economic Development Subcommittee to assess the impact of Maine's environmental permitting system on the business climate of the state. The study was conducted for the Council by a consulting attorney. The report recommended that more detailed guidance be provided to applicants for several state permits and that the Alteration of Streams Permit program be moved from the Department of Inland Fisheries and Wildlife to the Department of Environmental Protection. The study found that state agencies are processing permits in a reasonable period of time in all cases that were examined. Actions are being taken by state agencies to implement several of the report's recommendations.

Review of the New England River Basin Commission's River Basin Planning Program: The Council reviewed the New England River Basin Commission's proposed river basin planning program in Maine. The major focus of the basin plans will be to identify and recommend solutions to important resource management problems. The Council made several recommendations to the Chairman of the New England River Basin Commission as to the content and format for the eight river basin plans that are scheduled to be done for the state. Each basin plan will be reviewed and approved by the Council.

Saco River Cooperative Resource Study: The sponsors of the Saco River Cooperative Resource Study including the United States Department of Agriculture, local representatives of Soil and Water Conservation Districts, the Saco River Corridor Commission and regional planning agencies in the Saco River watershed requested the Land and Water Resources Council to coordinate state agency involvement in the study. The study will examine resource management problems related to recreation, water supply, forestry and agriculture in the basin. The Council will provide member agency staff to assist in the technical development of the study and will review and comment on the recommendations of the study.

High Priority Projects. The following are priority problem areas for which specific recommendations have been developed by the Council.

Policy Recommendations for Reducing Coastal Storm Damage: Two winter storms in 1978 caused 47 million dollars of damage to public and private property along the Maine coast. The Governor's Committee on Coastal Development and Conservation asked the Land and Water Resources Council to study the problems of recurring coastal storm damages and recommend ways to reduce future damages. The Council's report, issued in December 1978, recommended eight approaches to reduce coastal storm damages. One of the recommendations called for protecting natural sand dunes from adverse development by amending the Alteration of Coastal Wetlands Act to include protection of sand dunes. The amendment was drafted by Council member agency staff and subsequently enacted into law by the 109th Legislature. Several other recommendations are in the process of being implemented.

A Management Strategy for Maine's Ground Water Resources: An estimated 40% of Maine's people use ground water for their domestic supply. There have been localized incidences of ground water contamination in the state. The Council is concerned about the ineffective and uncoordinated management by federal, state and local agencies of the state's ground water resources. The Council formed a subcommittee in June 1978 to explore and recommend a strategy to improve ground water management efforts. A draft report was submitted to the Council in May of 1979 and is currently being revised. The report will recommend specific administrative actions, technical studies; and following the studies legislation to protect ground water will be proposed if warranted.

PUBLICATIONS:

State Policies for the Management of Growth and Natural Resources
State Activities Related to the Management of Growth and Natural Resources
Policy Recommendations for Reducing Coastal Storm Damages
The Procedural Efficiency of Maine's Environmental Permit System.

FINANCES, FISCAL YEAR 1979: FY 76 Exec. Order 12 provides that expenditures of this unit, which amounted to $19,734 in FY 79, shall be borne by the State Planning Office and are, therefore, included in its financial display.

GOVERNOR'S ADVISORY BOARD ON EXECUTIVE CLEMENCY

DAVID E. REDMOND, CHAIRMAN

Central Office: *Telephone:* 289-3531
Location: 95 State St., Augusta *Floor:* 2
Mail Address: 95 State Street, Augusta, Maine 04330

Established: 1977 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 07; *Unit:* 102J; *Unit Citation:* 1977 Exec. Order 5

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: As established by Executive Order number 5 on May 16, 1977, the Governor's Advisory Board on Executive Clemency is charged with the responsibility of investigating, evaluating and providing advice on all applications for gubernatorial clemency. The Board meets at the call of the Chairman no less than every two months.

ORGANIZATION: The Governor's Advisory Board on Executive Clemency consists of three members who have demonstrated humanitarian concern as well as a thorough knowledge of the criminal justice system and who have demonstrated such qualities in their private and professional lives which assists them in evaluating the rehabilitation of persons convicted under our criminal justice laws.

The Board consists of three persons appointed by the Governor to serve at his pleasure.

PROGRAM: The Governor's Advisory Board on Executive Clemency met for the first hearings on July 27, 1977. Following this first hearing, the Board met on the last Wednesday of every month. The Governor met with board members following each of these hearings to discuss the individual requests for pardons or commutations of sentences. The Board continues to meet the last Wednesday of every month.

Board members are: Alex A. Nichol, Cape Elizabeth, Donald Nichols, Augusta, David E. Redmond, Biddeford. Alternate member: Charles Abbott, Auburn.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $802.18 in FY 79 and are, by administrative decision, included with those of the (Office of) the Governor.

GOVERNOR'S COUNCIL ON PHYSICAL FITNESS AND SPORTS

HAROLD S. WESTERMAN, CHAIRMAN

Central Office: *Telephone:* 581-7335
Location: 303 Memorial Gymnasium, Orono
Mail Address: University of Maine, Orono, Maine 04469
Established: 1977 *Sunset Review:* Not Established
Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 07; *Unit:* 102K; *Unit Citation:* FY 78 Exec Order 10

PURPOSE: The Governor's Council on Physical Fitness and Sports was created to advise on the establishment and coordination of comprehensive physical fitness and sports programs. The members will recommend physical fitness programs that provide state-wide participation for the handicapped and non-handicapped. At the same time, the Council works with appropriate municipal and state officials to enact these programs. Council members will also work with the Bureau of Parks and Recreation, the Bureau of Health, and the Department of Educational and Cultural Services in order to explore and develop sport facilities, coordinate programs with medical sources and improve physical education programs within schools.

ORGANIZATION: The Governor's Council on Physical Fitness and Sports consists of seventeen members, all of whom are appointed by the Governor. Members include one representative of the elderly; one representative of youth; two prominent sports figures (one male-one female); one representative of the handicapped; one representative of business and industry; one representative of the health profession; one physical education instructor (higher education); one representative of municipal government; one school administrator; and one college administrator. Ex officio members include a representative each from the Bureau of Parks and Recreation, the Bureau of Health, the Department of Educational and Cultural Services, the Governor, and the Division of Community Services. All members are appointed for four year terms. The chairperson shall be appointed by the Governor from within the membership of the Council.

The Council has several sub-committees.

PROGRAM: Throughout FY 79, the Governors' Council on Physical Fitness and Sports has pursued several activities. These include surveys and reports by the sub-committees, the development of a purpose of physical fitness and sports, development of Council position statements, awards and endorsements. The Council, along with the President's Council on Physical Fitness and Sports, sponsored a Regional Workshop and Clinic on Physical Fitness and Sports at the University of Maine at Orono. Film clips for public service use on TV, and announcements for radio were also developed by the Council.

Future programs for the Council will include the Governor's Proclamation for Physical Fitness Month, and position statements regarding the health hazards of smoking, drugs and alcohol. The Council plans to develop bicycle paths for recreation and transportation, develop exercise Parcours Courses, and operate clinics and workshops on safety-fitness through activities.

PUBLICATIONS: To be established in State Library (in process).

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $1,216.93 in FY 79 and are, by administrative decision, included with those of the (Office of) Governor.

MARKETING AND INFORMATION COMMITTEE

GEORGE N. CAMPBELL, DIRECTOR, SDO

Central Office: *Telephone:* 289-2656
Location: 193 State Street, Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: February 1978 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 07; *Unit:* 102L; *Unit Citation:* FY 78 Exec Order 13

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: To improve marketing and information programs of State agencies through the exchange of ideas, establishment of procedures and standards, and coordination of various efforts.

ORGANIZATION: The committee is composed of marketing representatives from the State Development Office; Departments of Agriculture, Conservation, Inland Fisheries & Wildlife, Marine Resources, Transportation, and Indian Affairs; and the Maine Publicity Bureau. It is chaired by the State Development Office.

PROGRAM; The establishing executive order directed the Committee to exchange ideas and approaches to marketing and information efforts, provide informal standards and procedures to assure that program efforts are most effective, coordinate resources and program efforts as appropriate, develop and implement the "Product of Maine" program and other statewide promotional efforts, and inventory, assess, and make recommendations to improve state marketing and information efforts.

The primary efforts of the committee during its first two months of existence were to establish the Product of Maine program and to coordinate marketing and promotional activities among the participating agencies. Both activities are continuing. Results will be apparent during FY 1979.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: This unit is not authorized to receive or expend funds.

GOVERNOR'S OFFICE OF EMPLOYEE RELATIONS

LANNING S. MOSHER, DIRECTOR

Central Office: *Telephone:* 289-3941
Location: State Office Bldg. Augusta *Floor:* 1
Mail Address: Statehouse, Augusta, Maine 04333

Established: March 23, 1979 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 07; *Unit:* 102N; *Unit Citation:* Exec. Order 8 FY 79

Average Count—All Positions: 7 *Permanent Legislative Count:* 8

PURPOSE: The Governor's Office of Employee Relations was established to act as the employer under the State Employees Labor Relations Act, and to perform any other duties that the Governor may choose to assign. Specifically the responsibilities of the office include:

(1) Developing and executing employee relations policies, objectives and strategies consistent with the overall objectives of this Administration;

(2) Conducting negotiations with certified and recognized bargaining agents under applicable statutes.

(3) Administering and interpreting collective bargaining agreements, and coordinating and directing agency activities as necessary to promote consistent policies and practices.

(4) Representing the State in all bargaining unit determinations, elections, prohibited practice complaints, and any other proceedings growing out of employee relations and collective bargaining activities.

(5) Coordinating the compilation of all data and information needed for the development and evaluation of employee relations programs and in the conduct of negotiations.

(6) Coordinating the State's resources as needed to represent the State in negotiations, mediation, fact-finding, arbitration, or other proceedings.

(7) Providing staff advice on employee relations to the various departments and agencies of State Government, including providing for necessary supervisory and managerial training.

ORGANIZATION: The Governor's Office of Employee Relations was established as a unit within the Executive Department and its Director is appointed by the Governor. The Director of Employee Relations has the authority to appoint, with the Governor's approval, deputies, assistants, consultants and other employees as may be needed for the performance of his duties.

PROGRAM: FY 79 saw the implementation of the first salary increases negotiated for State employees under the collective bargaining law passed in 1974. Employees in two units, the State Troopers Unit, represented by the Maine State Troopers Association, and the Institutional Services Unit, represented by American Federation of State, County and Municipal Employees (AFSCME), Council #74, received increases effective July 1, 1978 which had been negotiated towards the end of the previous fiscal year. Negotiations with the Maine State Employees Association (MSEA) for the five units which they represent continued in the fact-finding process through December of 1978. The Fact-finders' report was received in early January 1979 and served as a basis for further negotiations between the administration and MSEA. Tentative agreement was reached on March 10 in the four rank and file units (Administrative Services, Professional and Technical Services, Operations, Maintenance & Support Services, and Law Enforcement Services units) and agreement for employees covered by the Supervisory Services unit was reached approximately ten days later.

The law providing the funds for salary increases included in these five units was signed on May 23, 1979 following considerable legislative debate of a "fair share" provision which was included in the tentative agreement. Modifications in the Union Security clause were negotiated between MSEA and the State, after the Legislature killed the original appropriation bill, with the membership ratifying those modifications.

A second agreement was reached with American Federation of State, County and Municipal Employees (AFSCME), Council #74, covering employees in the Institutional Services unit for the period July 1, 1979 through June 30, 1981.

The office has been actively involved in processing of grievances and arbitrations under these agreements, the processing of prohibited practice complaints under section 979-C of the State Employees Labor Relations Act before the Maine Labor Relations Board and other administrative and managerial duties connected with the State's employee relations program. The office had also been actively involved in the training of State managers and supervisors in the techniques of employee relations and in the specific terms of the collective bargaining agreements.

At the end of the year, the State was still involved in negotiations with the Maine State Troopers Association for an agreement to succeed the 1978-79 collective bargaining agreement covering Troopers, Corporals and Sergeants in the Maine State Police.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GOVERNOR'S OFFICE OF EMPLOYEE RELATIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	3,507	3,507				
Legislative Approp/Alloc	182,808	182,808				
Adjustment of Balance Fwd	−3,364	−3,364				
Transfers—Non-Federal $	8,055	8,055				
TOTAL RESOURCES	191,006	191,006				
EXPENDITURES						
Salaries and Wages	135,771	135,771				
State Share of Retirement	16,161	16,161				
Prof Service, Not By State	12,788	12,788				
Computer Service, By State	8,050	8,050				
Travel Expenses, In-State	624	624				
Travel Expense, Out-State	305	305				
Utilities	3,682	3,682				
Rents	4,361	4,361				
Repairs	70	70				
Insurance	2,862	2,862				
General Operating Expense	5,108	5,108				
Other Supplies	825	825				
Equipment Purchases	304	304				
TOTAL EXPENDITURES	190,911	190,911				

GOVERNOR'S COMMISSION ON MENTAL HEALTH MANPOWER DEVELOPMENT

GEORGE A. ZITNAY, CHAIRMAN

Central Office: *Telephone:* 289-3161
Location: Dept. of Mental Health & Corrections, Augusta *Floor:* 4
Mail Address: State Office Bldg., Augusta 04333

Established: March 20, 1979 *Sunset Termination Scheduled to Start by:* March 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 07; *Unit:* 102Q; *Unit Citation:* Exec. Order FY 79 #7

Average Count—All Positions: 3 *Permanent Legislative Count:* 0

PURPOSE: The primary goal of the Governor's Mental Health Manpower Commission is to create a basic policymaking body in mental health manpower that will systematically address the diverse mental health manpower issues.

The objectives of the Commission over the next five years will be to:

—become personally knowledgeable about the scope of the mental health manpower system;

—analyze data which will identify trends, needs, and problems in mental health manpower and to refine such data for identification of issues;

—prioritize problems in mental health manpower;

—recommend comprehensive manpower policies to be implemented by the mental health system, including public and private institutions, agencies, and all others involved in providing mental health services;

—provide liaison with state and federal manpower activities and with various agencies, associations, and universities in the implementation of collaborative action on the recommended policies; and

—prepare and submit reports and comply with other requirements as requested by the National Institute on Mental Health for supportive federal resources made available to the State of Maine under Public law 78-410, as amended.

ORGANIZATION: The Governor's Mental Health Manpower Commission was created by Executive Order No. 7 FY 79 issued by Governor Joseph E. Brennan on March 20, 1979, to last for a period of five years to March 30, 1984. The Commission is comprised of up to twenty-five members appointed by the Governor for two-year terms. The Commissioner of Mental Health and Corrections is named as Chairman, ex officio.

PROGRAM: The Commission has met formally a number of times since its inception and has identified and ranked according to priority a number of key issues related to mental health manpower. Key issues identified for further examination and work are:

—Training needs related to mental health

—Accessibility to mental health services

—Funding of mental health services

—Policy and planning objectives for mental health service providers

—Personnel and professional guidelines/standards

—Role definition for mental health service providers/personnel

Task groups have been formed for these areas and will be working independently with staff to prepare findings for the full Commission to meet in late 1979. Findings will include a variety of items, such as a list of obstacles and barriers, data needs not being met, position papers, and related supportive information required in preparing recommendations to the Governor regarding desired changes to improve the State mental health manpower system.

Mental health manpower has been singled out for special attention due to the fact that mental health services are by their nature labor intensive. Preliminary estimates indicate that Maine is close to the national average in that 80 to 85% of total mental health costs are manpower costs. The Governor's Mental Health Manpower Commission will be working toward making recommendations to correct costly manpower losses and imbalances in the mental health system from a system-wide perspective.

PUBLICATIONS:

Transcripts of meetings and planning documents available for on-location use at Department of Mental Health and Corrections, State Office Building, Augusta.

Summary of a presentation made by Dr. Elizabeth Smith of the National Institute of Mental Health at the first meeting of the Commission, March 28, 1979, "An Introduction to State Mental Health Manpower Development".

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $24,394.80 in FY 79 and are, by administrative decision, included with those of the Bureau of Mental Health within the Department of Mental Health and Corrections.

STATE PLANNING OFFICE

ALLEN G. PEASE, DIRECTOR

Central Office: *Telephone:* 289-3261
Location: 184 State Street, Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1968 *Sunset Termination Scheduled to Start by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 07; *Unit:* 105; *Unit Citation:* 5 M.R.S.A., Sect. 3303

Average Count—All Positions: 43 *Permanent Legislative Count:* 14

Organizational Units:
Comprehensive Planning Assistance Division
Economic Planning & Analysis Division
Office of the Director
Natural Resources Planning Div.
Technical Services Division

PURPOSE: The State Planning Office was established to strengthen the planning and management capability at all levels of government by assisting in identifying current problems and opportunities, providing guidance for economic, social and physical development of the State, providing a framework for and assisting regional and metropolitan planning, and review and coordination of federal, State, regional and local planning activities.

The primary responsibilities of the State Planning Office are to provide assistance to the Governor and the Legislature in identifying long-range goals and policies for the State; to coordinate the preparation and revision of a comprehensive plan or plans for the State; to conduct continuing economic analysis of the economy and resources of Maine in order to assist the Governor, the Legislature and the various state departments in formulating economic goals, and programs and policies to achieve such goals; to undertake planning programs that cut across responsibilities of line agencies, e.g. Critical Areas Program, Coastal Planning, Water Resources Planning; to provide planning assistance to regional planning commissions, local planning boards, community development groups and Indian Tribal governments in Maine; to participate in inter and intra-state planning; to provide assistance to public and citizens groups and act as the coordinating agency among the several offices, authorities, boards and commissions; to provide general review and coordination in functional areas of State Government; to represent the State on the New England River Basins Commission; and to administer the statewide (A-95) clearinghouse.

ORGANIZATION: The State Planning Office was established by statute in 1968 as an agency of the Executive Department, assuming certain planning-oriented duties assigned to the former Department of Economic Development. Responsibilities and functions delegated to the Office in addition to its original statutory duties include State Government Reorganization and Water Resources Planning, in 1969; Coastal Zone Management and A-95 Project Notification and Review, in 1970; State Socio-Economic Data Center and Coordination of Shoreland Zoning Act, in 1971; Critical Areas Register and Advisory Board, in 1974; Commission on Maine's Future and additional Economic Planning & Analysis responsibilities (from the disbanded Department of Commerce & Industry) in 1975. Other organizational activities assigned by Executive Order or designation by the Governor are the A-95 Clearinghouse, the Land and Water Resources Council, Advisory Committee on Coastal Development and Conservation, federal activities impact coordination, membership on the New England River Basins Commission, Coastal Energy Impact Program administration, and Science and Technology activities coordination.

The internal organization established administratively in 1975 includes the office of the Director and four divisions; namely, Comprehensive Planning Assistance Division, Natural Resources Planning Division, Technical Services Division and Economic Planning and Analysis Division.

PROGRAM:

State Government Reorganization. In October, 1973, the final three umbrella agencies of the Comprehensive Governmental Reorganization Project went into effect. This action completed a task begun in May, 1970, aided by federal grants from Housing and Urban Development (HUD), and established the following cabinet level departments; Agriculture, Business Regulation, Commerce and Industry, Conservation, Educational and Cultural Services, Environmental Protection, Transportation, Finance and Administration, Human Services, Manpower Affairs, Marine Resources and Mental Health and Corrections. Also created were the Departments of Military, Civil Defense and Veterans' Services, Public Safety, and Indian Affairs as special (non-cabinet level) agencies of the Executive Branch.

Major reorganization legislation passed by the 107th Legislature included creation of the State Development Office and the Office of Energy Resources, restructuring of the Personnel Department; establishment of a Central Licensing Bureau for small boards and commissions; and abolition and redistribution of the powers and duties of Executive Council.

A study of the small boards, commissions and agencies of Maine State Government and their relationship to the Executive Branch of State Government was conducted under the supervision of the State Planning Office by students of the Harvard Graduate School of Business Administration. The report entitled *Concensus For Change* was issued in May, 1976. Implementing legislation was subsequently introduced and enacted by the 108th Legislature.

A special Task Force on Government Reorganization was appointed in June, 1976 to review the overall structure of Maine State Government. The findings and recommendations of the Task Force were reported to Governor Longley in October, 1976 and many of the recommendations were presented to the 108th Legislature.

The Task Force on Regional and District Organizations was created in October, 1977 by Executive Order #6 FY 77/78 and asked to inventory and evaluate existing state and federal administrative districts, counties, and regional planning commissions and recommend structural and functional changes. The State Planning Office served as staff for the Task Force during its year-long study. An inventory of substate districts in Maine was completed and the final report, "A More Responsive Government—The Need For a Focus," was issued in November of 1978. Implementing legislation was submitted to the 109th Legislature.

State Clearinghouse (A-95). During FY 79, over 1,100 projects were submitted for review under the provisions of the Office of Management and Budget Circular A-95. Projects included grant applications from state and non-state applicants, federally required state plans and direct federal development projects (including Environmental Impact Statements and Notices of U.S. Government Surplus Property). Information on these projects was submitted to 66 State agency contacts, 87 non-state contacts (11 regional planning commissions, University of Maine, etc.) for their review and comment by means of a Weekly Bulletin. The State Clearinghouse provided coordination in the grant application process through contacts with the applicant, the reviewing agencies and the federal funding agencies. In October, 1975, the State Clearinghouse began computerization of federal grants awarded to Maine applicants. Information on grants is available upon request.

Legislative Program Coordination and Development. During the 1979 fiscal year, as part of its policy coordination function, the State Planning Office provided assistance in the preparation and development of legislation in several program areas. These included legislative programs for the Land and Water Resources Council, the Committee on Coastal Development and Conservation, the Task Force on Regional and District Organizations, and the Interagency Housing Committee. Additionally, the State Planning Office, through the Director, coordinated the preparation of transitional materials prepared by State agencies that were transmitted to the Governor-elect after the November, 1978 election.

State Housing Plan. The Office, under legislative authority, must prepare an annual report to the Governor and Legislature regarding housing needs in Maine. The first such report, "The Status of Housing in Maine," was released in January 1979. Housing studies completed include a report on Housing Rehabilitation in Maine, Elderly and Handicapped Housing Needs, and a variety of statistical reports indicating housing stock, household projections, and federally-assisted housing on a town-by-town basis.

Shoreland Zoning. The State Planning Office, in carrying out its responsibility to coordinate the activities of the Board of Environmental Protection and the Land Use Regulation Commission on shoreland zoning, held numerous workshops and meetings with municipalities throughout the State to assist local officials in complying with the Mandatory Shoreland Zoning Act. The State Planning Office has continued to advise municipalities on matters related to shoreland zoning, particularly the 111 municipalities where a State-imposed ordinance is still in effect. The State Planning Office also advised the Board of Environmental Protection and the Land Use Regulation Commission on all matters related to shoreland zoning, including the amendments of State-imposed shoreland zoning maps, the repeal of State-imposed ordinances where a suitable local ordinance has been enacted, and the adoption of a State Shoreland zoning ordinance where a local ordinance does not comply with the Mandatory Shoreland Zoning Act.

Comprehensive Planning. The Comprehensive Planning Assistance Division continues to administer the Department of Housing and Urban Development (HUD) "701" planning grants to nine non- metropolitan regional planning agencies and three Indian Reservations and to coordinate and assist them in their planning programs. Coordination and assistance is also provided to the two metropolitan areawide planning agencies. The Planning and Development Advisory Committee, which meets bi-monthly, includes these groups as well as major municipal planning departments. The State Planning Office, the Maine State Housing Authority and the Regional Planning Commissions are cooperating in maintaining a statewide housing plan. The State Planning Office is also coordinating the maintenance of a state land use element of the Comprehensive Plan. During 1978, the Governor adopted the housing and land use elements of a State Comprehensive Plan. The Office is also represented on two regional transportation studies and it also provides staff assistance to the Maine Land and Water Resources Council. The Office provides assistance, on request, directly to municipalities and to individuals on planning-related matters. It also provided staff assistance to the State Capitol Planning Commission in the preparation of the annual up-date of the Maine Capitol Planning Commission Report. An inventory of all state agency plans and planning activities has been made and the results were published in December, 1978.

Technical Services Division. This Division is responsible for the development of a centralized socio-economic data base; the monitoring of housing activity within the State; a state rural development strategy; basic research and data analysis; providing assistance in government reorganization studies; information dissemination; and technical assistance to towns, regional and state agencies in regard to data use and analysis. The division has developed a town based, computerized data system for use by local, regional and state agencies in their application for Federal grants and for general planning and policy formulation purposes. The division is the primary focus with regard to implementing an Executive Order establishing the State Planning Office as the official State Government Socio-Economic Data Center.

A major function of the division is data analysis and research. Activities in this area include the development and maintenance of standard land use, cover and geo codes; research support to the State Development Office; analysis of social, economic and demographic trends; population and household projections; assistance to the Governor and Legislature via the Office Director in regard to governmental reorganization; and the maintenance and analysis of census information.

The division is further responsible for the development, maintenance and coordination of a statewide housing plan. Due to a legislative mandate the division is responsible for the establishment of a housing monitoring system and for preparing an annual report to the Governor and Legislature regarding housing needs and projections.

Under a new FmHA planning program, the division is responsible for the development of state rural strategies and represents the Governor on several national level rural development committees. Under the HUD 701 program, special urban analyses are being prepared in order to balance the needs on rural and urban communities.

Coordination of the Impact of Federal Activities. By Executive Order the Governor created a Federal Activities Impact Coordination to coordinate the State's input into Defense Department decisions that could have a major impact on the people of the State. Major activities have involved proposed cutbacks at Loring Air Force base and the loss of machine gun contract at Maremont in Saco to a Belgian firm.

Water Resources Planning Program. During the past year, work continued on preparing policy recommendations on high-priority water resources issues. Three policy reports were prepared by the Land and Water Resources Council, with financial and staff support provided by the Water Resources Program. These reports were: *The Procedural Efficiency of Maine's Environmental Permit System; Policy Recommendations for Reducing Coastal Storm Damages,* and *A Management, Strategy for Maine's Groundwater Resources.*

Considerable attention was also given to state participation in the development of regional and national strategy for water resources planning and management with 1) input to the development of the President's water policy, 2) participation in activities of the Interstate Conference on Water Problems, the organization of states that shapes state's views on national water policy, and 3) cooperation with the New England River Basins Commission in its activities, particularly the formulation of planning guides for the major river basin areas in Maine. The remainder of program activities were concerned essentially with water resources data acquisition needed as a basis for improved resources planning and management. The contribution to specific activities included: 1) Critical Areas projects relating to water, 2) Financial support for the bedrockaquifer mapping program of the Maine Geological Survey, 3) Reviewing data needs to support water planning and management, and 4) continuing cooperative studies with the University of Maine to determine coastal areas favorable for large water pollution discharges.

Resource Policy Program. Major projects completed during the past year included inventories of State policies and State activities, a study investigating the feasibility of establishing a statewide Geographic Information System, and an overview report on growth management in Maine. These projects were all conducted to support activities of the Land and Water Resources Council. Staff and financial support were also provided to other Council projects.

Coastal Program. A great many activities have taken place during the last year as a part of Maine's Coastal Program. All of the activities were undertaken with policy direction provided by the Governor's Advisory Committee on Coastal Development and Conservation. As the result of a great deal of work and many public meetings, Maine's Coastal Program was approved for continued funding under section 306 of the Federal Coastal Zone Management Act in September of 1978. As approved, Maine's Program calls for a majority of the funds available to be allocated for local resource management and planning projects. The program also makes funds available for refinement of state policies, special resource planning and management projects, and Regional Planning Commission planning assistance to towns. On the basis of this program, Maine was awarded $1.2 million by the Department of Commerce.

The local projects account for 66% of the program or $800,000. They are grouped in five key areas: Fisheries & Marine Resource Management; Ports, Harbors & Developed Waterfronts; Protection, Management, and Development of Coastal Resources; Recreation & Public Access; Land Use and Growth Management. There were 135 local projects in FY 79. They included towns from Eastport to Kittery and involved a high degree of public participation. The results of these projects have been most encouraging. The towns involved have really made substantial progress in solving their varied problems.

Program efforts have also continued in the area of data interpretation with several projects to complete handbooks in such areas as surficial geology and estuarine hydrology. In addition, the Program has continued to offer technical assistance to a variety of government organizations, businesses, and individuals. The effort continues to make information, which has been collected as a part of the Coastal Program, as widely available as possible.

Another major area of emphasis has been the development of recommendations for refinement of state policies dealing with such topics as the State's role in encouraging commercial fishing as an economic activity, and how Maine can benefit from the effects of tourism services to communities in managing growth and other coastal-related problems. In all, seven policy questions were investigated during the last year. Major reports were prepared on each of these seven issues and reviewed by the Committee on Coastal Development and Conservation (CCDC).

One result of this work, has been that the Legislature passed and the Governor signed a bill calling for a $9 million bond issue for the building of public fish piers. Because of the obvious state committment and support shown for this project, the Economic Development Administration has committed an additional $10 million of federal money to this effort.

Other special projects undertaken by the Coastal Program include providing financial assistance to: DEP to improve administration of their laws, DMR to improve fisheries management, MMA for legal help to towns on questions concerning zoning, Lincoln County for a Solid Waste Project, and DOT for a State Cargo Port Strategy. These projects have substantially improved the ability of many state and local agencies to carry out their responsibilities in coastal management.

Economic Planning & Analysis Division. The Division of Economic Planning and Analysis undertakes work in four areas: strategic economic planning; policy analysis; economic research and analysis; and technical assistance.

Strategic economic planning: Work in this area is undertaken to assist in the preparation and implementation of development strategies for the State as a whole, geographic regions of Maine, and key sectors of the State's economy. This work is done in cooperation with State agencies, regional and community groups, and private business groups.

In February of 1979, the Division published *The Economy of Maine; An Overall Assessment*. The analysis in this document:

1. describes the essential characteristics of the Maine Economy and how they have changed over the past generation;
2. explains, in terms of basic economic forces, why these characteristics exist and these changes have occurred;
3. projects how the economy of Maine is likely to change over the near future; and
4. identifies issues where state government actions can make a significant difference.

The Division, with the assistance of other agency divisions, is currently working from this base as well as other research efforts in the drafting of a statewide economic development strategy for submission to the Governor. Over the past year the Division has also assisted other state agencies in the preparation of development strategies for fisheries, ports, tourism, forest-based industries, and agriculture. For the State Development Office, the Division identified industries which appear to be good prospects for locating new operations in Maine, and assisted in the development of promotional materials.

Policy Analysis: Economic Policy analysis is undertaken to make information available about the economic benefits and costs of major proposed actions (e.g., legislation, projects) in Maine before the action is taken. The Division's primary role often is to prepare an objective evaluation of the issue or project; sometimes it is also asked to prepare a recommended course of action. This work encompasses evaluations of both large-scale projects and major subjects with significant economic ramifications.

While earlier work has provided us with a foundation for policy and program development, there is the necessity to review each area where state actions affect and aid economic development. Principal areas of specific program investigation and development include: tax analysis, financial assistance for business, business development and assistance, coordination of capital improvements and program expenditures, and community development and assistance. A further element of this effort involves a regular review of the State's business climate as perceived by others and as indicated in our own analysis.

The Division also has principal responsibility, working closely with other State agencies and the Federal Government, for developing the policy of the State on offshore oil (OCS) exploration and development.

Economic research and analysis: This work is undertaken (a) to organize and disseminate factual data in a format that will be useful to a wide range of economic and business analysts, and (b) to prepare economic forecasts that will be helpful to business and government planners.

In collaboration with the Technical Services Division and other State agencies, the Division prepares reports, bulletins, and data about Maine's economy. This includes the preparation of short-range economic forecasts on a semi-annual cycle (as a member of the New England Economic Project), quarterly reports on retail sales (sales tax reports), manpower needs forecasts (in cooperation with the Department of Manpower Affairs), and evaluations about the comparative costs of doing business in Maine.

Technical assistance: These activities are undertaken to provide data, analytical assistance, and other technical and staff support to private and public groups working to develop Maine's economy, evaluate the benefits and costs of pending actions, and take advantage of governmental economic development programs. This includes assistance to the Governor, individual State agencies, and regional, community, and private groups. Division staff also help prepare and implement new development and analytical techniques.

Considerable staff and financial support was extended to the Maine Development Foundation in getting it established. A regional economic impact model (RSIM) has been developed to assess the community and regional impacts of large-scale development proposals. Working in cooperation with the Legislature and Governor, a State Science Engineering and Technology (SSET) project to improve the use of technical information in State government has been completed.

The Division also administers the Coastal Energy Impact Program (to help communities and the State accommodate new energy facilities); assists the Governor in his allocation of discretionary federal economic development funds; prepares and reviews economic development legislation for the Governor; and provides economic analysis required by law in the formulation of the biennial budget.

PUBLICATIONS:

Statistical Reports (socio-economic data by Town)
Maine Housing Resources Directory
Standard Classification System for Land Use Coding in Maine
Public Policy and Maine Housing
Index of Maine State Planning Office and Informational Resources
Maine Planning and Land Use Laws 1978-1979
A Survey of Municipal Planning and Regulatory Activity, 1978
    State Planning Office
Maine Critical Areas Program—The Landowners Options
Management of Water and Related Land Resources in the State of Maine
Maine Coastal Inventory
    A series of maps and Maine Coastal Inventory Handbook
Standard Classification System for Land Cover in Maine;
    Land Cover Coding Manual
Maine's Coast-Special Consideration for the Municipal Planning Process
Draft State Housing Plan
Index of State Agency Data Files
Maine Housing Newsletter
Maine State Planning Digest
1977 Maine Directory of Natural Resource Organizations
Regional Planning in Maine—A status report—June 1979
Description of A-95 State Clearinghouse
Maine State Clearinghouse (A-95) Review Procedures
Maine's Coastal Program
State Activities Related to the Management of Growth and Natural Resources
State Policies for the Management of Growth and Natural Resources
The Groundwater Handbook
Critical Areas Program planning reports on a variety of topics, e.g. eskers, waterfalls
Critical Areas Program pamphlets on a variety of topics, e.g. oysters, sassafras
Towards a Fisheries Development Strategy for Maine, Jan.-, 1978 (C.E. Maguire, Inc. for the Department of Marine Resources)
Policy Recommendations for Reducing Coastal Storm Damages
State of Maine: Travel Development Study, Jan., 1978 (Economics Research Associates for the State Development Office)
Maine Port Development Study, Phase I, Three Volumes, Nov., 1977 (Maine Department of Transportation)
Maine Port Development Study, Institutional Changes in Maine State Government Agencies for Improved Port Planning and Development Functions, Dec., 1977 (State Planning Office for the Department of Transportation)
Maine Port Development Study, Feasibility Study of the Development of Cargo Handling Facilities at Maine Ports, Jan., 1978 (Fay, Spofford & Thorndike, Inc. for the Department of Transportation)
Maine and the Search for OCS Oil & Gas
An Annotated Bibliography of OCS Documents in Maine—OCS Technical Memorandum 1, Oct., 1977
Service Bases for Offshore Oil—OCS Technical Memorandum 2, Dec., 1977
Capital Markets in Maine—Recommendations to Improve the Formation of Capital for Economic Development, Jan., 1977
The Economics of Dickey-Lincoln from Maine's Perspective, Sept., 1977
Maine Sales Tax Report (Quarterly)
New England Economic Project—Economic Outlook (semiannual)
Regional Socioeconomic Impact Model—A Model to Forecast the Socioeconomic Impacts of a New Industry in Maine, Oct., 1977
The Coastal Energy Impact Program, March 1978
The Maine Coast—A statistical source 1978

Coastal Program—Local Projects
Municipal Rural Resource Guides (8)
Economic Distress and the Changing Nature of Rural Maine: a New Perspective for Policy Development
Agriculture in Maine: A Policy Report
Coastal Projects Exchange
The Maine Coastal Program—Newsletter
Surficial Geology Handbook
The Ecology of Maine's Inter-tidal invertibrates
The Maine Coast: Issues Considered—a report to the Governor by his Advisory Committee on Coastal Development and Conservation
Where Should Heavy Industry be Sited in Coastal Maine? (Maine Dept. of Conservation)
Cumulative Impact of Incremental Development on the Maine Coast (Land Use Consultants, Inc. for Dept. of Conservation)
Natural Resources Information Transfer (The Research Institute of the Gulf of Maine)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PLANNING OFFICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	−151,518		71,642		−223,160	
Bal Brt Fwd— Encumbered	244,120	20,960			223,160	
Revenue From Federal Govt	1,766,031				1,766,031	
Legislative Approp/Alloc	450,670	450,670				
Transfers Contingent Acct	18,553	18,553				
Adjustment of Balance Fwd	1,139		−71,625		72,764	
Transfers—Non-Federal $	14,833	14,833				
Transfers—Federal $	−261,883				−261,883	
TOTAL RESOURCES	2,081,945	505,016	17		1,576,912	
EXPENDITURES						
Salaries and Wages	641,082	235,374			405,708	
State Share of Retirement	75,524	27,915			47,609	
Prof Service, Not By State	445,110	39,885			405,225	
Computer Service, By State	12,655	4,058			8,597	
Other Prof. Serv., By State	−1,198	38			−1,236	
Travel Expenses, In-State	17,147	5,003			12,144	
Travel Expense, Out-State	10,601	2,633			7,968	
Operation—State Vehicles	1,792	182			1,610	
Utilities	22,060	22,043			17	
Rents	16,257	11,718			4,539	
Repairs	4,566	425			4,141	
Insurance	15,326	4,703			10,623	
General Operating Expense	136,855	51,017			85,838	
Food	14				14	
Other Supplies	11,434	3,806			7,628	
Grants to Pub. & Priv. Orgs.	524,485	74,173			450,312	
Equipment Purchases	5,525	639			4,886	
Trans. to Gen.-Fund Sta-Cap	23,784		−1		23,785	
TOTAL EXPENDITURES	1,963,019	483,612	−1		1,479,408	

(OFFICE OF) FEDERAL-STATE COORDINATOR

S. KIRK STUDSTRUP, FEDERAL-STATE COORDINATOR

Central Office: *Telephone:* 289-3531
Location: Statehouse, Augusta *Floor:* 2
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1965 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 07; *Unit:* 108; *Unit Citation:* 1965 P & SL Chap. 262

Average Count—All Positions: 2 *Permanent Legislative Count:* 2

PURPOSE: The Office of Federal-State Coordinator assists in the implementation of the Governor's program, in accordance with the statutory mandate creating the Office.

ORGANIZATION: The coordinator is appointed and his/her salary is set by the Governor. The coordinator is under the immediate supervision, direction and control of the Governor and clerical assistance may be employed as necessary.

PROGRAM: As an aide to the Governor, the Federal-State Coordinator deals with matters concerning economic development, transportation, natural resources and energy, and may function as a legal advisor. He also serves as the Governor's Alternate to the New England Regional Commission, an institution created by Congress to deal with regional problems and economic development. The Office handles relations with the New England Governors' Conference, the National Governors' Conference and other national organizations. Although the Office of Federal-State Coordinator is not responsible for the acquisition of federal funds, it aids in solving problems concerning federal grants.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) FEDERAL-STATE COORDINATOR	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	—2,814		27		—2,841	
Bal Brt Fwd— Encumbered	2,966	125			2,841	
Revenue From Federal Govt	201,629				201,629	
Legislative Approp/Alloc	39,104	39,104				
Adjustment of Balance Fwd			—27		27	
Transfers—Non-Federal $	12,072	12,072				
TOTAL RESOURCES	252,957	51,301			201,656	
EXPENDITURES						
Salaries and Wages	128,789	34,554			94,235	
State Share of Retirement	15,334	4,155			11,179	
Prof Service, Not By State	81,921	1,625			80,296	
Computer Service, By State	904				904	
Travel Expenses, In-State	124				124	
Travel Expense, Out-State	2,642	792			1,850	
Utilities	5,651	2,000			3,651	
Rents	2,969	392			2,577	
Insurance	2,222	727			1,495	
General Operating Expense	5,095	4,959			136	
Other Supplies	16	4			12	
Pensions	570				570	
Trans. to Gen.-Fund Sta-Cap	2,058				2,058	
TOTAL EXPENDITURES	248,295	49,208			199,087	

OFFICE OF ENERGY RESOURCES

JOHN M. JOSEPH, DIRECTOR

Central Office: *Telephone:* 289-2196
Location: 55 Capitol St., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Termination Scheduled to Start by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 07; *Unit:* 109; *Unit Citation:* 5 M.R.S.A., Sect. 5003

Average Count—All Positions: 28 *Permanent Legislative Count:* 2

Organizational Units:
Conservation
Planning and Development
Information and Education

PURPOSE: The Office of Energy Resources was established to provide a comprehensive energy plan for the State of Maine; to analyze and recommend policies pursuant to that plan; to coordinate all State energy programs; to manage all federal energy programs to be implemented in Maine (including the Fuel Allocation Program); to encourage conservation of energy; to encourage, to direct and sponsor research and development of Maine's native energy resources; and to provide information on all of these activities to the citizens of Maine.

ORGANIZATION: The Office of Energy Resources (OER) was first established as a temporary office under the Executive Department by the 106th Legislature in 1973. After approximately 1 year of operation, the Office terminated. Early in 1975 the Office was re-established on a more permanent basis to carry out the purposes delineated in this report. At that time, the Office of Energy Resources assumed the responsibilities and staff of the Fuel Allocation and Conservation Office which had formerly been part of the Bureau of Civil Emergency Preparedness.

In addition to State initiated programs, the Office of Energy Resources administers energy programs under the Federal Conservation Acts and will administer programs forthcoming under the National Energy Act. It also has an Energy Resources Advisory Board which serves in an advisory capacity to the Director. The Board consists of representatives of industry, business, labor, the general public, the academic community, the Public Utilities Commission, and both the Maine House of Representatives and the Maine Senate.

PROGRAM: The program of the Office of Energy Resources is implemented through its three divisions, Conservation, Information and Planning and Development.

Division of Conservation. This division has eight major sections as follows:

Energy Audits for Residential and Commercial Buildings: The Conservation Division has developed and will implement energy audit programs for residential and commercial buildings. These audits will provide building owners with the relative benefits and costs of various energy conservation techniques.

Building Standards Commission Assistance: The office has provided staff assistance to the Commission on Energy Efficiency Building Performance Standards. OER will continue to provide technical assistance, draft correspondence, contact other state, federal and local officials to obtain information as necessary. The office will also be responsible for drafting any proposals for legislature or executive action.

Transportation Programs: The office has provided assistance and coordinated with State and local organizations to promote the more efficient use of transportation systems in the State.

Local Energy Management Program (LEMP): The office has managed the LEMP contract with Maine Municipal Associations (MMA) and coordinated with them on the implementation of the program. This has included periodic meetings with MMA staff and committees, review of written materials, participation in workshops, and establishment of program evaluation criteria and methods.

Procurement Programs: The office has acted as a liaison for the Bureau of Purchases to promote the implementation of energy conservation procurement standards and practices for state government.

Data Management and Analysis: The Office of Energy Resources has established a data management and analysis program in order to facilitate energy policy analysis and decision making.

Electric Utility Load Determination and Load Management Strategies: The office continued to analyze electric development in Maine with respect to need for power and costs of supply. An evaluation of the economic costs of various supply alternatives will be used to develop recommendations for an overall electric supply strategy for Maine. The study will make the office an effective voice in energy matters relating to electricity and will form the substance of expert testimony prepared by the office for delivery in formal proceedings before State regulatory agencies.

Intergovernmental Coordination: The OER staff met, as necessary, with other state, local and federal government officials to discuss energy programs and the effect of other department's programs on OER projects. The OER has also been responsible for monitoring the implementation of the State Agency Energy Conservation Plan which includes assisting the computer analyst/programmer in development and implementation of a Consumption Monitoring System pursuant to the Governor's Executive Order #14 FY78.

Division of Information Programs. There are six components of this Division.

Energy Education Programs: The office awarded mini-grants to teachers throughout the State to develop and carry out energy education activities. These will be monitored, evaluated and then written up in a manner useable by other Maine teachers. The office will refine the scope and criteria of the program based on this year's experience and additional grants will be awarded during the upcoming school year.

Furthermore, OER was apprised of a need for in-service energy education for Maine teachers. Therefore, this office worked with the educational associations, the educational media and selected individuals to develop programs which will meet this need. Energy education materials and notices of energy education opportunities were distributed through normal channels. Materials developed through this office were used in teacher recertification programs. Workshops are being developed to train teachers to provide in-service energy education.

Business and Industry Programs: The OER began to work with the Small Business Administration to make presentations on energy conservation and management an integral part of their workshops for business persons. The office continued its work with trade associations and industrial leaders to develop and present needed energy management seminars for business and industry executives. These seminars will be followed by workshops assisting managers in selecting energy management and technical expertise.

For 1978, the office co-sponsored the "C" Awards Program with the Associated Industries of Maine. This program recognized the energy conservation efforts of Maine businesses and industries.

Energy Extension Service: The Office of Energy Resources has employed two energy extension agents in York and Somerset Counties. These agents are responsible for energy information and assistance programs to individual homeowners, public officials and small businesses. This program is based in part on the National Energy Extension Service Program that is presently being conducted on a pilot basis in 10 states.

Information Dissemination: Energy Conservation Month was conducted in the Fall of 1978, to make people aware of the need to conserve energy and methods which exist to conserve energy. In addition, the office continued its information dissemination efforts through the distribution of pamphlets and brochures, the answering of informational requests, and the development of workshops for energy user groups.

The office also issues a monthly newsletter which highlights energy events and issues of a significance to Maine citizens. The newsletter will be mailed to an existing list of Maine individuals, companies, trade associations and interest groups interested in keeping abreast of energy developments.

Legislative Program: The OER developed a legislative program for 1979, which included legislation in areas such as energy conservation, alternate resource development, and energy facility siting.

Solar Energy Information Program: The OER cooperated and worked with NESEC (Northeast Solar Energy Center) in its efforts to commercialize solar energy in the Northeast.

The OER monitored the NESEC activities dealing with information dissemination and commercialization and took advantage of those programs which will potentially benefit Maine.

Division of Planning and Development. The Division of Planning and Development has eight major programs.

Comprehensive Energy Plan, 1979 Edition: The Office of Energy Resources coordinated the preparation of the 1978 Edition of the Comprehensive Energy Plan. The first working draft of the 1979 Comprehensive Energy Plan was prepared for review by the Governor by July 15, 1979. The final version of the plan should be ready by October 1, 1979.

Renewable Resource Development: The Office of Energy Resources began work on the inventory and development of small-scale hydro systems. The OER worked closely with the New England River Basins Commission (NERBC) in their attempt to inventory the regional potential of such development. In addition, the OER continued to develop programs to provide for the increased utilization of wood as an energy source which is indigenous to the State of Maine. Furthermore, OER monitored the activities of the Army Corps of Engineers' planned reevaluation of the Cobscook Tidal Power Project. The effort included writing reports to keep the Director informed, attended meetings, and working directly with the Corps of Engineers.

The OER began working with the Department of Conservation, U.S. Geological Survey and the Department of Energy on a proposal to inventory the peat resources in Maine. In addition, and most important from an energy perspective, the office began studying the feasibility of utilizing our peat resources to provide much needed alternative energy for the State, region and nation. The OER has also monitored the technology associated with solar energy and otherwise monitored the competitive posture of solar energy as a viable energy source.

In addition, the OER continued to assess the potential application in Maine for other alternate energy systems to include wind, energy from solid waste, and methane.

The major focus of the Resource Development and Demonstration (RD&D) program for 1979 continued to be the collection and dispersal of information regarding RD&D projects now under way and RD&D project opportunities which may be of interest to Maine citizens.

Two major new RD&D projects have been added to this work program as a result of developments in 1978. Both of these projects involve the generation of electricity from wood combustion and have substantial implications for Maine if funded and implemented. The first project is the Wheelabrator Clean Fuels wood-fired steam electric generating station being partially funded by ERDA (now DOE) and involving studies in the Lincoln, Maine, area and possibly two other sites in Maine. The second is a proposed joint project between the STD Research Corporation of California and the University of Maine at Orono to research and develop a wood-fueled magneto-hydrodynamic (MHD) advanced cycle electric generator. The Office will continue to work to bring these facilities to Maine, as well as any other that may come to attention throughout the year.

Conventional Resources: OER maintained its responsibility in the planning and development of conventional energy systems (e.g. nuclear, oil, natural gas). Also, the Office of Energy Resources has continued to provide background materials and data necessary to make informed decisions concerning energy policy in Maine and define Maine's position on national and regional issues.

Emergency Planning: OER continued to keep current the Energy Emergency Contingency Plan in order to reflect changing energy use patterns in the State and otherwise correct or amend contingencies as may be necessary to meet energy shortages. OER also continued its efforts to establish, within New England, a refined petroleum reserve to protect our State against curtailments of residual oil, a primary energy source for industrial production and space heating and electrical production.

Energy Facility Siting: In cooperation with other State agencies, the OER began efforts to examine the potential for locating on the Maine coast facilities related to energy production, and in the case of the outer continental shelf, facilities related to supporting petroleum exploration and production. The OER will also examine the potential for locating petroleum storage and ship handling facilities in the State to include docks, and/or pipelines which support petroleum transhipment systems.

Electric Power Analysis: The office will continue to analyze electric development in Maine with respect to need for power and costs of supply. An evaluation of the economic costs of various supply alternatives will be used to develop recommendations for an overall electric supply strategy for Maine. The study will make the office an effective voice in energy matters relating to electricity and will form the substance of expert testimony prepared by the office for delivery in formal proceedings before State regulatory agencies.

Appropriate Technology Program: This office has been working with the Federal government to coordinate, implement and monitor the appropriate small grants program, to provide the office with input and funding for small-scale energy development and demonstration projects.

Federal Mandatory Allocation Program: OER continued to administer the Emergency Petroleum Alocation Program to include the state set-aside program which provides assistance to wholesale and retail marketers who are requesting adjustments, exceptions, and the like as outlined in the Federal Energy Guidelines.

PUBLICATIONS:

"Maine Energy"—bimonthly newsletter which explores energy topics and issues of interest in the field of energy. (free)

"In the Bank...Or Up the Chimney"—A guide to energy home improvements for the do-it-yourselfer. $.55

"Maine Methanol: Collected Working Papers on the Production of Synthetic Fuel From Wood" $.86

"Maine State Agency Energy Conservation Plan"—A program to decrease the energy consumption of State agencies. (free)

"State of Maine Energy Conservation Plan" (free)

"Maine Comprehensive Energy Plan, 1976 Edition" Executive Summary, (free) Volume I, The Plan, $2.50. Volume II, Appendix, $2.50.

"The Sunshine Handbook"—A primer on solar hot water heating and consumer protection in purchasing solar hot water heating equipment.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF ENERGY RESOURCES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	—79,319				—79,319	
Bal Brt Fwd— Encumbered	79,319				79,319	
Revenue From Federal Govt	542,705				542,705	
Legislative Approp/Alloc	61,487	61,487				
Adjustment of Balance Fwd	35		35			
Transfers—Non-Federal $	2,800	2,800				
Transfers—Federal $	—26,651				—26,651	
TOTAL RESOURCES	580,376	64,287	35		516,054	
EXPENDITURES						
Salaries and Wages	201,013	35,640			165,373	
State Share of Retirement	23,764	4,287			19,477	
Prof Service, Not By State	177,032	—115			177,147	
Computer Service, By State	10,382				10,382	
Travel Expenses, In-State	5,870				5,870	
Travel Expense, Out-State	12,356		244		12,112	
Operation—State Vehicles	841				841	
Utilities	24,220		—959		25,179	
Rents	2,341				2,341	
Repairs	666		70		596	
Insurance	4,567	546			4,021	
General Operating Expense	34,381	142	8		34,231	
Food	1,548				1,548	
Other Supplies	4,725	3			4,722	
Misc. Grants to Individual	16,000	16,000				
Equipment Purchases	1,961				1,961	
Trans. to Gen.-Fund Sta-Cap	33,439		639		32,800	
TOTAL EXPENDITURES	555,106	56,503	2		498,601	

MAINE CRIMINAL JUSTICE PLANNING & ASSISTANCE AGENCY

THEODORE T. TROTT JR., EXECUTIVE DIRECTOR

Central Office: *Telephone:* 289-3361
Location: 11 Parkwood Drive, Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 07; *Unit:* 112; *Unit Citation:* 5 M.R.S.A., Sect. 3350

Average Count—All Positions: 35 *Permanent Legislative Count:* 35

Organizational Units:
Financial Management and Systems Development
Planning and Program Development

PURPOSE: The Maine Criminal Justice Planning and Assistance Agency (MCJPAA) was established to plan and develop programs for more effective law enforcement, criminal and juvenile justice and for assisting local and State agencies in implementing improvements in the State's criminal and juvenile justice systems. The MCJPAA administers the federal Law Enforcement Assistance Administration (LEAA) program for the State of Maine. It is empowered to act as the State's planning agency with regard to the federal Crime Control Act of 1976, the Juvenile Justice and Delinquency Prevention Act of 1977 and is authorized to make grants for planning and for improvement of law enforcement, criminal justice, and juvenile justice consistent with the intent of these Acts to any agency or organization involved in criminal justice, juvenile justice, and delinquency preventions activities.

ORGANIZATION: The Maine Criminal Justice Planning & Assistance Agency was established in 1969 as an agency of the Executive Department, under the name of Maine Law Enforcement Planning and Assistance Agency. By law, the agency consists of a Board of Directors of between twelve and twenty-four members appointed by the Governor, for terms of three years, including, ex officio, the Attorney General, the Commissioner of the Department of Public Safety, the Commissioner of the Department of Mental Health & Corrections, and the Chief Medical Examiner. The remaining appointed members include representatives of units of local government, sheriffs, representatives of groups dealing with juvenile delinquency and representatives of the community generally. In addition to the foregoing the Chief Justice of the Supreme Judicial Court, the State Court Administrator, and a Justice of the Superior Court serve on the Board. The Directors appoint an Executive Director who is responsible for the procurement of the necessary operating staff to carry out the responsibilities of the agency as mandated by federal LEAA guidelines and policies established by the Board. The Agency received its present name in legislation effective June 9, 1975.

PROGRAM: Prior to 1968 no agency in Maine was responsible for looking at crime, the criminal justice process and its component agencies, or the effects of crime. The Maine Criminal Justice Planning & Assistance Agency (MCJPAA) was created to fill the gap by assessing the problems, identifying needs and implementing vital improvements whose impact would be at statewide, regional and local levels.

The operation of the MCJPAA through its several and varied projects is designed to impact two major goals. The first of these is the improvement and cohesion of the criminal and juvenile justice system and all of its elements. The second is directed to the reduction of crime.

Listing of major efforts while not totally representative of what has been done or is in process does give some perception of the scope of activity: establishment of mandatory basic training for all law enforcement officers and the concommitant creation of the Criminal Justice Academy along with degree programs within the University system; implementation of a unique statewide integrated radio communications system linking state, county, and local police along with, district attorneys, probation and parole, and correctional facilities in the State.

A major program of law reform resulted first in a complete revision of the Criminal Code and most recently a complete change in the Juvenile Statutes. Similarly, full-time District Attorneys and a court administration system were initiated by grant programs. Accomplishments over the years of the programs are many and significant with major emphasis being on system integration and improvement. Most recently a program creating three pre-release/work-release centers around the state to relieve overcrowding at the prison and the correctional center was funded jointly by the agency and a general fund emergency appropriation by the Legislature.

The game plan involves completion of major system changes such as correctional and juvenile service delivery; targeting on major crime incidence such as burglary and larceny; and providing specific programs to assist victims and witnesses to the same extent that we now serve offenders. MCJPAA was recently made statutorily responsible for monitoring the implementation of the state's Juvenile Code.

In the final analysis, perhaps the most significant accomplishment has no direct dollar cost, that is, the Agency has been able to bring together the citizen and the criminal justice professional; the state, the county, and local units of government; the judge, the cop, and the warden; to develop mutually acceptable solutions to endemic problems.

PUBLICATIONS:

Comprehensive Criminal Justice Plan, 3 volumes published annually per federal mandate in order to receive Crime Control Act monies.

Many other documents, pamphlets, and brochures are published by MCJPAA yearly depending upon studies and research being conducted by agency funded projects at the time. These are usually made available free of charge.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CRIMINAL JUSTICE PLANNING & ASSISTANCE AGENCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	517,775	75,668	442,107			
Bal Brt Fwd— Encumbered	170		170			
Revenue From Federal Govt	2,488,885				2,488,885	
Revenue From Local Govts	13,508		13,508			
Legislative Approp/Alloc	385,774	385,774				
Adjustment of Balance Fwd	13,457	—192	—281,502		295,151	
Transfers—Non-Federal $	—83,787	—83,787				
Transfers—Federal $	—673,027		2,630		—675,657	
TOTAL RESOURCES	2,662,755	377,463	176,913		2,108,379	
EXPENDITURES						
Salaries and Wages	282,497	40,279			242,218	
State Share of Retirement	33,716	3,649			30,067	
Prof Service, Not By State	2,824	74			2,750	
Computer Service, By State	4,532	803			3,729	
Travel Expenses, In State	11,206	2,350			8,856	
Travel Expense, Out-State	4,077	1,102			2,975	
Operation—State Vehicles	2,196	218			1,978	
Utilities	10,733	7,643	1,235		1,855	
Rents	35,969	7,319			28,650	
Repairs	3,440	17			3,423	
Insurance	7,105	80	496		6,529	
General Operating Expense	8,967	1,081			7,886	
Other Supplies	6,271	2,210			4,061	
Grants to Local Govts.	948,927	145,195	—2		803,734	
Grants to Pub. & Priv. Orgs.	1,009,335	159,459	19,610		830,266	
Public Assistance Grants	110				110	
Pensions	37				37	
Trans. to Gen.-Fund Sta-Cap	3,407		16		3,391	
TOTAL EXPENDITURES	2,375,349	371,479	21,355		1,982,515	

STATE DEVELOPMENT OFFICE

HADLEY P. ATLASS, DIRECTOR

Central Office: *Telephone:* 289-2656
Location: 193 State Street, Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Termination Scheduled to Start by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 07; *Unit:* 151; *Unit Citation:* 5 M.R.S.A., Sect. 7001

Average Count—All Positions: 10 *Permanent Legislative Count:* 10

*Since the close of the fiscal year George N. Campbell has been appointed Director

PURPOSE: The State Development Office has two major statutory functions: industrial and tourism development. The director implements a program designed to promote and attract new industry to the State, expand existing economic activities in the State and help existing businesses to find both domestic and foreign markets for their products. The program may include coordination of activities between the public and private sectors, assistance to local communities in their development efforts, and extension of technical assistance to new and existing industries seeking expansion within the State to develop and promote economic and job opportunities within the state.

The tourism development program consists of a contract with a private organization representing all segments of the tourism industry. Under the terms of a 1977 statute, that agency will answer all requests for tourism-related information and promote tourism both inside and outside the state through advertising, publications, and other methods. State matching funds up to an annual total of $200,000 are available through the State Development Office to the contractor organization on a one-to-one basis after it has raised an initial $100,000 annually.

ORGANIZATION: The Maine Development Commission, established in 1933, was reorganized as the Department of Development of Industry and Commerce in 1955. In 1957, it became the Department of Economic Development. In 1971, as part of the general reorganization of state government, it became the Department of Commerce and Industry.

In June, 1975, the 107th Legislature enacted legislation which abolished the Department and transferred its functions to other new and existing agencies. This legislation established the State Development Office within the Executive Department and assigned this new agency the general development functions of the former Department of Commerce and Industry, with the exception of the research function which was transferred to the State Planning Office.

PROGRAM: Activities of the State Development Office (SDO) during the fiscal year ending June 30, 1979, were associated the three basic program areas, each geared to stimulate the expansion of the state's economy. These program areas are: 1) industrial development, 2) business development and subcontracting, and 3) community development assistance. The objective of the industrial development program is to encourage and assist new industries to establish operations in the State of Maine and existing industries to expand.

The year 1979 showed a decrease in bona fide inquiries from out-of-state companies interested in expanding into Maine. This decrease was the result of a general economic downturn nationally, plus the availability and cost of borrowing money. These factors caused expansion-minded companies to move cautiously and sometimes to postpone planned expansions.

Despite the above, several projects developed favorably and 25 new manufacturers announced locations in Maine and 45 existing firms expanded creating an estimated total of 4,786 new jobs representing an increase of 26 percent over the 3,411 new jobs created the previous year. Contact with other prospects developed during the period is being maintained.

New and Expanding Industries in the State of Maine, July 1, 1978-June 30, 1979

Name of Company	*Location*	*Products*	*Sq.Ft.*	*New Jobs*
New Industries				
Atlas Precision Service Center	Casco	Plastics processing	3,000	5
Evzone, Inc.	Fort Kent	Food processing	7,500	75
S & K Seafood	Belfast	Crabmeat processing	2,500	35
Springfield Press & Machine	Sanford	Fluorescent fixtures	26,000	200
Hastings Yarn Mfg. Co.	Sanford	Yarn spinning	35,000	45
Anderson Forest Products	Bingham	Wood moldings	25,000	15
DAP, Inc.	Biddeford	Plastics processing	5,000	15
Tent Works, Ltd.	Camden	Tent manufacturing	3,000	6
Bennett Products, Inc.	Brunswick	Shoe components	12,000	50
Masurel Mfg. Co.	Sanford	Synthetic fiber	30,000	50
Pratt & Whitney Aircraft Group	North Berwick	Jet engine parts	825,000	1,000
United Shoe Machinery Co.	Sanford	Plastic shoe soles	15,000	25
Doran of Maine	Leeds	Concrete pipe	20,000	25
Teel Machine	Fryeburg	Machine parts	4,000	10
Weatherhead Machine Co.	Palermo	Machine parts	2,000	7
Tri-Penn, Inc.	Winthrop	Plastic notebook covers	4,000	6
Hampshire Mfg. Co.	Biddeford	Plastic products	20,000	100
Dodge Enterprises	Rockland	Metal machining	4,000	5
Ocean Cruising Yachts Corp.	Bar Harbor	Fiberglass boats	4,864	10
Fortune, Inc.	Falmouth	Yacht sails	5,000	6
Concepts in Comfort	Portland	Laminated spruce furniture	2,500	6
Murmac Machine Co.	Kennebunk	Machine parts	8,000	12
Northeast Boat Co.	Stonington	Fiberglass boats	60,000	15
Modern Woodcrafts, Inc.	Lewiston	Architectural woodwork	90,000	75
Electrodyne	Scarboro	Alternators	9,600	30
Expansions				
Stanley Cornwall Traditions	Oxford	Furniture	22,500	50
Stinson Canning Co.	Rockland	Fish processing	10,000	75
Boise Cascade Corp.	Rumford	Paper		120
Saco Tanning Corp.	Biddeford	Vinyl auto upholstery	40,000	75
Tuboflex, Inc.	Lewiston	Connectors	15,000	50
Duchess Footwear	South Berwick	Shoe manufacturing	15,000	50
Douglas Bros.	Portland	Steel pipe and tanks	18,000	50
L.L. Bean	Freeport	Sporting goods	217,000	400
GTE Sylvania	Bangor	Welded wire leads	6,000	30
Johns Manville Corp.	Lewiston	Roof drains and vents	18,000	5
No. Star Lumber Co.	Enfield	Dimension lumber	10,000	20
Ark-Les Switch Co.	South Portland	Electric switches	10,000	100
Armour & Co.	Portland	Food processing	17,400	17
Jay Brush Co.	Brunswick	Artists supplies	35,000	50
Wilner Wood Prod.	Norway	Plastic heels	7,150	20
Miller Shoe Co.	Norway	Shoe manufacturing	10,000	25
Fisher Engineering Co.	Rockland	Snow plows	10,000	25
Guilford Industries	Newport	Textiles	20,000	25
Ekto Mfg. Co.	Sanford	Mobile labs	10,000	10
International Minerals & Chemical Corp.	Orrington	Sodium chlorate		50
Portland Glass Co.	Westbrook	Insulating glass	29,120	25
Dori Shoe Co.	South Paris	Shoe manufacturing	10,000	85
Digital Equipment Corp.	Augusta	Electronic assy.	30,000	20
Waterbury Co.	Biddeford	Plastics manufacturing	21,000	50
Volk Packaging	Biddeford	Containers	11,000	5
Biddeford Textile	Biddeford	Electric blanket shells	5,000	15
Dumont Industries	Monmouth	Solar panels	8,000	6
Montalvo, Inc.	Portland	Paper machine brakes	6,000	6
Crowe Rope Co.	Belfast	Rope and twine	6,000	18
Samco Can Co.	Rockland	Sardine cans	15,000	10
Quoddy Moc	Auburn	Moccasins	11,000	15
Elcon	Caribou	Electronic assy.	6,060	150

General Electric Co.	Auburn	Circuit breakers	15,000	25
Architectural Woodcraft	No. Vassalboro	Storm windows	33,000	20
Webster Rubber Co.	Auburn	Rubber soles and heels	30,000	6
Mid-State Machine Prod.	No. Vassalboro	Machine fabrication		
Gowan, Inc.	South Portland	Marine electronics	15,000	15
Dingley Press	Freeport	Color lithography	25,000	20
Poland Spring Bottling Co.	Poland Spring	Bottled mineral water	60,000	10
Diamond International Corp.	Old Town	Tissue products	125,000	100
Digital Equipment Corp.	Augusta	Computer sub-assembles	300,000	1,000
Ethan Allen, Inc.	Eagle Lake	Furniture	15,000	25
Reece Corp.	Portland	Metal machining	32,000	10
Smith & Wesson	Houlton	Firearm parts	20,000	70
Maine Electronics	Lisbon	Electronic circuit boards	5,000	5

SDO is continuing to maintain and up-date a comprehensive file of available industrial buildings and sites. Complete specifications are prepared for each facility and site.

The objective of the business development and subcontracting program is to assist Maine firms to obtain manufacturing subcontracts with large out-of-state firms and to expand or establish business relations with corporate and government procurement offices.

To facilitate exports, Maine is participating with the New England Regional Commission International Trade Program. This program is designed to focus primarily on those European firms interested in establishing operations in Maine.

For the fifth year, the SDO was among the sponsors of the Maine International Trade Conference held at the University of New England in Biddeford to assist Maine firms in developing profitable exporting and importing programs.

Considerable time and effort was given in FY 79 to meeting the requirements of existing industry, large and small. This effort included many personal visits throughout the state. All requests for assistance are given prompt attention even though many projects which originated in 1978 may not materialize until late 1979 or 1980.

Many communities, both large and small, actively pursue industrial development for a variety of reasons which could include utilizing existing buildings; broadening the economic and tax base of the community; and providing employment for local residents. The State Development Office maintains constant contact with those communities that are seeking to improve their economic well-being. Many of these communities have established a record of accomplishment over a period of many years and are professionally prepared to greet an industrial prospect. For the less experienced communities, the State Development Office provides encouragement and assistance in preparing a profile of existing community services; organizing a local development corporation; and preparing planned industrial sites.

All of the State Development Office's activities are designed to improve the economic well-being of the citizens of Maine through increased job opportunities. This is the goal of each of the primary program areas.

PUBLICATIONS:

Maine Marketing Directory ($7.50)
Facts About Industrial Maine (Free)
Doing Business in Maine (Free)
Maine Metalworking Directory (Free)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE DEVELOPMENT OFFICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	219,857	200,000	19,857			
Bal Brt Fwd— Encumbered	60,955	60,955				
Revenue From Federal Govt	16,304				16,304	
Legislative Approp/Alloc	599,847	599,847				
Adjustment of Balance Fwd	—33	—33	—19,857		19,857	
Transfers—Non-Federal $	—43,330	—43,330				
TOTAL RESOURCES	853,600	817,439			36,161	
EXPENDITURES						
Salaries and Wages	150,890	149,448			1,442	
State Share of Retirement	15,165	14,989			176	
Prof Service, Not By State	387,865	387,865				
Other Prof. Serv., By State	172	172				
Travel Expenses, In-State	5,963	5,034			929	
Travel Expense, Out-State	7,962	7,356			606	
Operation—State Vehicles	3,825	3,825				
Utilities	5,874	5,874				
Rents	6,418	6,418				
Repairs	4,352	4,352				
Insurance	4,766	4,750			16	
General Operating Expense	53,117	34,506			18,611	
Other Supplies	20,423	20,417			6	
Grants to Pub. & Priv. Orgs.	18,130	18,130				
Trans to Gen-Fund Sta-Cap	803				803	
TOTAL EXPENDITURES	685,725	663,136			22,589	

JUDICIAL DEPARTMENT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office: *Telephone:* 775-5851
Location: 142 Federal Street, Portland
Mail Address: Box 4910 DTS, Portland, Maine 04112

Established: 1820

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 40; *Unit:* 274; *Unit Citation:* 4 M.R.S.A., Sect. 1

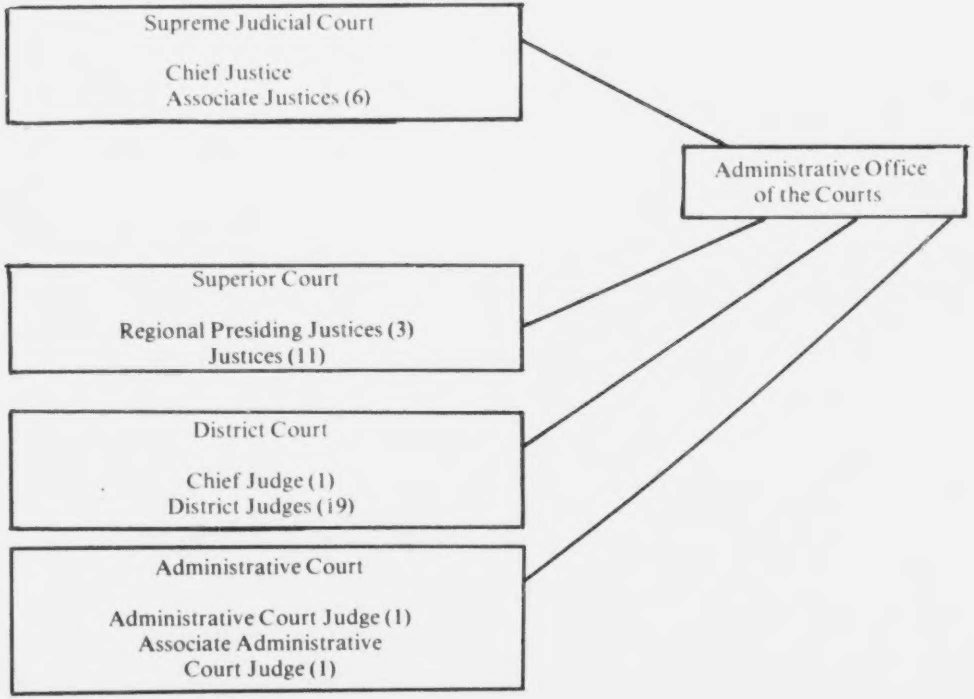
PURPOSE: The purpose of the Judicial Department is to administer the units of State Government within that Department.

ORGANIZATION: Until signing of the Articles of Agreement for Separation in 1820, Maine was a part of Massachusetts and, therefore, Maine's court system was a part of the Massachusetts court system.

In 1820, Article VI, Section 1, of the new Maine Constitution created by the Legislature established the judicial branch of government stating: "The judicial power of the State shall be vested in a Supreme Judicial Court, and such other courts as the Legislature shall from time to time establish". From the start of statehood, the Supreme Judicial Court was both a trial court and an appellate court or "Law Court". The new State of Maine also adopted the same lower court structure as existed in Massachusetts, and the court system remained unchanged until 1852.

The Court Reorganization Act of 1852 increased the jurisdiction of the Supreme Judicial Court to encompass virtually every type of case, increased the number of justices to seven and authorized the justices to travel in circuits. The next major change in the system came in 1929, when the Legislature created the statewide Superior Court to relieve the overburdened Supreme

ORGANIZATION CHART
MAINE COURT SYSTEM


Administrative Office of the Courts
Supreme Judicial Court
Chief Justice
Associate Justices (6)
Superior Court
Regional Presiding Justices (3)
Justices (11)
District Court
Chief Judge (1)
District Judges (19)
Administrative Court
Administrative Court Judge (1)
Associate Administrative Court Judge (1)

CONSOLIDATED FINANCIAL CHART FOR FY 79
JUDICIAL DEPARTMENT

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	140,576		140,576			
Bal Brt Fwd— Encumbered	49,050	39,454	9,596			
Revenue—Private Sources	12,500		12,500			
Fees Charged For Services	25,245		25,245			
Legislative Approp/Alloc	8,353,020	8,353,020				
Adjustment of Balance Fwd	—10,333	—2,210	—20,755		12,632	
Transfers—Non-Federal $	69,662	33,662	36,000			
Transfers—Federal $	135,580	—4,501			140,081	
TOTAL RESOURCES	8,775,300	8,419,425	203,162		152,713	
EXPENDITURES						
Salaries and Wages	3,753,431	3,729,399	7,553		16,479	
State Share of Retirement	283,422	281,407			2,015	
Prof Service, Not By State	1,104,887	977,204	32,718		94,965	
Computer Service, By State	10,919	10,919				
Other Prof. Serv., By State	96,340	95,928	412			
Travel Expenses, In-State	210,496	201,469	1,593		7,434	
Travel Expense, Out-State	12,718	3,684	373		8,661	
Operation—State Vehicles	1,686	1,686				
Utilities	149,055	148,316			739	
Rents	355,764	354,434	12		1,318	
Repairs	23,272	23,272				
Insurance	99,476	99,126			350	
General Operating Expense	1,630,413	1,625,954	151		4,308	
Fuel	5,816	5,816				
Other Supplies	126,484	126,377	38		69	
Highway Materials	28	28				
Grants to Pub. & Priv. Orgs.	72,863	72,863				
Public Assistance Grants	5,794	1,220			4,574	
Pensions	520,694	520,694				
Buildings & Improvements	133,573	13,409	120,164			
Equipment Purchases	55,923	55,923				
Trans. to Gen.-Fund Sta-Cap	1,717		798		919	
TOTAL EXPENDITURES	8,654,771	8,349,128	163,812		141,831	

Judicial Court. Meanwhile, the lower courts continued to operate much as they always had until 1961 when the municipal courts and the trial justices system was abolished and the new District Court created. On July 1, 1978, the Administrative Court was added to the Judicial Department. The Probate Courts were created in 1820 as county-based courts and have remained so to date.

PROGRAM: The report of the Judicial Department covers the period from January 1, 1978 to December 31, 1978. The fiscal report is for fiscal year 1979. Over the year the Department had a total of $163,958.37 in grants projects of which $15,045.99 was State funds, $7,083.68 was private funds and $141,828.70 was Federal funds.

Facilities Study. During 1978, the space problems facing the Judicial Department increased. Too few jury courtrooms for Superior Court, courtrooms that will not accommodate those who must appear in District Court, clerks' office so crowded that copy machines are purchased by size only; these problems and more must be dealt with daily.

In February, 1978, Chief Justice McKusick appointed the Committee on Court Facilities, headed by Associate Justice James P. Archibald of the Supreme Judicial Court and comprised of judges from the Superior and District Courts, to identify the nature and priority of needs for Judicial Department facilities. To assist the Committee in its work, a court facilities consulting group was employed through a grant provided by Maine Criminal Justice Planning and Assistance Agency and, in August, an in-depth analysis of court system facilities began. Products of this in-depth study will be a detailed inventory of court facilities, by location; a master plan for the development and improvement of Judicial Department facilities, long range; recommendations for short-term improvements which can be implemented quickly and at a minimal cost; a compendium of court facility standards and guidelines; and a phased implementation plan, including cost estimates.

The study will be completed early in 1979. Committee recommendations will be forwarded to the Supreme Judicial Court for immediate consideration, and proposed remedial legislation will be submitted to the 109th Legislature.

Criminal Justice Sentencing Institute. Pursuant to 4 M.R.S.A. § 454, the second annual Criminal Justice Sentencing Institute was held in Portland on December 14 and 15. Because the number of persons authorized to attend the Institute exceeds the number which any existing penal institution can accommodate, the Judicial Council convened the Institute outside the state correctional facility mandated for the meeting by statute.

All Maine judges, members of the Criminal Division of the Attorney General's office, prosecutors, representatives of the Department of Mental Health and Corrections, law enforcement officials, members of the bar and the public attended the meeting.

A subcommittee of the Judicial Council under the chairmanship of the Deputy Attorney General planned the 1978 program.

After a welcome by the Chief Justice, the first day's agenda consisted of three panel discussions: "Judicial Discretion and Sentence Disparity"; the "Appellate Division of the Supreme Judicial Court"; and, "Public Perception of Sentencing". Panelists and moderators included members of the Appellate Division, Superior Court justices, District Court judges, a prosecutor, a law enforcement official and out-of-state judges and professors recognized as knowledgeable in the area of sentencing.

The second day's program was divided into two sections. The first section comprised presentations by the heads of the state correctional institutions, outlining the available programs for those sentenced to the institution. The second section was a panel discussion by the same group, of current problems facing the Bureau of Corrections.

County Law Library Study. During 1978, the plight of the County Law Libraries continued to worsen. The rising cost of books, lack of space, loss of books and other problems facing the libraries approached crisis proportions. The emergency financial assistance from the Judicial Department did nothing to allay the problems.

In early summer, federal funds became available, and the long awaited library study became a reality. This study began in June when two interns provided by the Maine Criminal Justice Planning and Assistance Agency started a volume inventory of each of the 18 library locations. The result of this inventory was a compilation of detailed information concerning the contents of each library, judge's chambers, clerk's office and conference rooms where law books were located.

In September, under a grant provided by the Maine Criminal Justice Planning and

Assistance Agency, the Advisory Committee on County Law Libraries employed a law library consultant to begin the formal study. Products of the study will be an assessment of library needs by location, with recommendations for a standard location collection, a master plan for improvement of library collections and facilities, recommendations for short-term improvements and recommendations regarding monitoring the libraries. The study is due for completion and submission to the Committee early in 1979 so that Committee recommendations can be forwarded to the Supreme Judicial Court in time to get any necessary legislation before the 109th Legislature.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

JUDICIAL DEPARTMENT (Chief Administrative Unit)	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
RESOURCES						
Bal Brt Fwd—Unencumbered	108,956		108,956			
Bal Brt Fwd— Encumbered	49,050	39,454	9,596			
Revenue—Private Sources	12,500		12,500			
Legislative Approp/Alloc	8,353,020	8,353,020				
Adjustment of Balance Fwd	—10,351	—2,210	—20,773		12,632	
Transfers—Non-Federal $	69,662	33,662	36,000			
Transfers—Federal $	135,580	—4,501			140,081	
TOTAL RESOURCES	8,718,417	8,419,425	146,279		152,713	
EXPENDITURES						
Salaries and Wages	3,745,953	3,729,399	75		16,479	
State Share of Retirement	283,422	281,407			2,015	
Prof Service, Not By State	1,087,055	977,204	14,886		94,965	
Computer Service, By State	10,919	10,919				
Other Prof. Serv., By State	95,928	95,928				
Travel Expenses, In-State	209,009	201,469	106		7,434	
Travel Expense, Out-State	12,345	3,684			8,661	
Operation—State Vehicles	1,686	1,686				
Utilities	149,055	148,316			739	
Rents	355,764	354,434	12		1,318	
Repairs	23,272	23,272				
Insurance	99,476	99,126			350	
General Operating Expense	1,630,316	1,625,954	54		4,308	
Fuel	5,816	5,816				
Other Supplies	126,449	126,377	3		69	
Highway Materials	28	28				
Grants to Pub. & Priv. Orgs.	72,863	72,863				
Public Assistance Grants	5,794	1,220			4,574	
Pensions	520,694	520,694				
Buildings & Improvements	133,573	13,409	120,164			
Equipment Purchases	55,923					
Trans. to Gen.-Fund Sta-Cap	950		31		919	
TOTAL EXPENDITURES	8,626,290	8,349,128	135,331		141,831	

SUPREME JUDICIAL COURT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office: *Telephone:* 775-5851
Location: 142 Federal Street, Portland
Mail Address: Box 4910 DTS, Portland, Maine 04112

Established: 1820 *Sunset Review Required by:* No Sunset Data for this Submission

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 40; *Unit:* 276; *Unit Citation:* 4 M.R.S.A., Sect. 1

PURPOSE: The purpose of the Supreme Judicial Court as the Law Court, is to serve as the appellate tribunal for the State. The Supreme Judicial Court also has general administrative and supervisory authority over the Judicial Department and shall make and promulgate rules, regulations and orders governing the administration of the Judicial Department.

ORGANIZATION: The Supreme Judicial Court is the highest court in Maine, and as the Law Court is the court of final appeal. The Law Court hears appeals of civil and criminal cases from the Superior Court, appeals of decisions of certain administrative agencies, interlocutory criminal appeals, and appeals of decisions of a single justice of the Supreme Judicial Court. A justice of the Supreme Judicial Court has jurisdiction to sit in the Superior Court to hear non-jury civil actions, except divorce or annulment of marriage. In addition, a single justice handles post conviction habeas corpus and both admission to the bar and bar disciplinary proceedings.

The justices of the Supreme Judicial Court make decisions regarding legislative apportionment and render advisory opinions concerning important questions of law and on solemn occasions when requested by the Governor, Senate or House of Representatives. Three members of the Supreme Judicial Court serve as the Appellate Division for the review of sentences.

The Supreme Judicial Court has seven members; the Chief Justice and six Associate Justices. The justices must be lawyers and are appointed by the Governor for seven year terms, with the consent of the Legislature. The Court determines the number, time and places of its terms depending on the volume of cases. Usually, the Court sits in Portland.

By statute, the Chief Justice is head of the Judicial Department, and the Supreme Judicial Court has general administrative and supervisory authority over the Judicial Department.

Upon retirement, a Supreme Judicial Court justice may be appointed an Active Retired Justice by the Governor, for a seven year term, with the consent of the Legislature. On assignment by the Chief Justice, an Active Retired Justice has the same authority as an active justice.

PROGRAM: The highest court of Maine, the court of last resort in determining questions of Maine law, is the Supreme Judicial Court. It is the only court created by the State Constitution; all other courts are established by statute. (M.R.S.A. Const. Art. VI, §1) When sitting to determine questions of law arising in civil actions or criminal trials and proceedings in lower courts, the Supreme Judicial Court is referred to as the "Law Court." When sitting as a trial court or conducting hearings, the Court is called the Supreme Judicial Court.

Sitting as an "Appellate Division," three Justices of the Supreme Judicial Court hear appeals of criminal sentences of one year or more. The time and places of holding the eight sessions of the Law Court are determined by the Chief Justice, and announced before December 1st of each year.

Judicial Conference of Maine. The First Judicial Conference was held on February 2-4 in Portland. Pursuant to 4 M.R.S.A. §471, all members of the Conference attended the meeting in that all Maine judges convened to advise and consult with the Supreme Judicial Court and the Chief Justice.

LICENSES, PERMITS, ETC.:
Admission to Practice—Attorney At Law, 4 M.R.S.A. Section 801

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: 4 M.R.S.A. Sections 22 & 24 provide that expenditures of this unit, which amounted to $951,480.09 in FY 79, shall be borne by the Judicial Department and are, therefore, included in its financial display.

SUPERIOR COURT

VINCENT L. McKUSICK, CHIEF JUSTICE

Central Office: *Telephone:* 775-5851
Location: 142 Federal Street, Portland
Mail Address: Box 4820 DTS, Portland, Maine 04112

Established: 1930 *Sunset Review Required by:* No Sunset Data for this Submission

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 40; *Unit:* 278; *Unit Citation:* 4 M.R.S.A., Sect. 101

PURPOSE: The purpose of the Superior Court is to serve as the court of general trial jurisdiction for the State of Maine. (4 M.R.S.A. Section 101)

ORGANIZATION: The Superior Court was created by the Legislature in 1929 as Maine's trial court of general jurisdiction. This means the court has original jurisdiction over all matters (either exclusively or concurrently with other courts) which are not within the jurisdiction of the Supreme Judicial Court sitting as the Law Court or within the exclusive jurisdiction of the District Court. This is the only court in which civil and criminal jury trials are held. The Superior Court is the Supreme Court of Probate and, therefore, is the first appeal court for probate cases. In addition, justices of this court hear appeals from District Court in some criminal, juvenile and divorce cases, and appeals from the Administrative Court.

There are 14 justices of the Superior Court who hold sessions of the Court in each of the 16 counties. The justices must be lawyers and are appointed by the Governor for seven year terms, with the consent of the Legislature. For administrative purposes, the State is divided into three regions, and the Chief Justice appoints a Regional Presiding Justice for each region.

Upon retirement, a Superior Court justice may be appointed an Active Retired Justice by the Governor for a seven year term, with the consent of the Legislature. On assignment by the Chief Justice, an Active Retired Justice has the same authority as an active justice.

PROGRAM: The Superior Court reporting system, established in 1977, was further refined this year.

In the civil area, the number of reporting categories for filings was expanded to include habitual offender cases. For the first time, more extensive information about the different types of civil dispositions will be available. In addition, the case time lag information is more definitive through a breakdown of the time lag averages into specific numbers of days.

In the criminal area, the number of reporting categories for filings and trials has been expanded to include boundovers. For the first time, more extensive information about the types of criminal dispositions is available.

The time lag information has been expanded substantially, not only to include a breakdown of time lag average into specific numbers of days, but to include time lag information by type of case. Beginning in March 1979, computer printouts of this information are produced quarterly for use in caseflow management in Superior Court.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: 4 M.R.S.A. Sections 22 & 24 provide that expenditures of this unit, which amounted to $3,382,251.07 in FY 79 shall be borne by the Judicial Department, and are, therefore, included in its financial display.

DISTRICT COURT FOR THE STATE OF MAINE

NICHOLAS W. DANTON, CHIEF JUDGE

Central Office: *Telephone:* 324-9292
Location: Butler St., Springvale
Mail Address: Box 95, Springvale, Maine 04083

Established: 1961

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 40; *Unit:* 279; *Unit Citation:* 4 M.R.S.A., Sect. 151

PURPOSE: The purpose of the District Court is to serve as the court of limited jurisdiction for the State.

ORGANIZATION: The District Court was created by the Legislature in 1961 as Maine's court of limited jurisdiction. The court has original jurisdiction in non-felony criminal cases and ordinance violations, can accept guilty pleas in felony cases, and conducts probable cause hearings in felony cases. The court has concurrent jurisdiction with the Superior Court in divorce cases and civil cases involving less than $20,000. The District Court is the small claims court (for cases involving less than $800) and the juvenile court. In addition, the court hears mental health, forceable entry and detainer, quiet title, and foreclosure cases.

There are 20 judges of the District Court: the Chief Judge, who is appointed by the Chief Justice of the Supreme Judicial Court, five judges-at-large who serve throughout the state, and 14 judges who sit within the 13 districts of the court. The judges must be lawyers and are appointed by the Governor, for seven-year terms, with the consent of the Legislature.

Upon retirement, a District Court judge may be appointed an Active Retired Judge by the Governor for a seven year term, with the consent of the Legislature. On assignment by the Chief Judge, an Active Retired Judge has the same authority as an active judge.

PROGRAM: The program of the District Court for the State of Maine is as follows:

District Court Statistical Reporting System: During 1978, the Administrative Office of the Courts developed a moderately expanded statistical reporting system for the District Court. Prior to July 1, 1978, only filings by type of case and by court location were compiled to be included in the annual report. Although additional statistics were being compiled at each location, the lack of uniformity in count and definition negated the usefulness of the figures compiled. Included in the new reporting system are separate categories of count for criminal A, B and C crimes, as well as criminal D and E crimes. Traffic criminal is counted separately, as well as civil infractions.

Because of budget and staff limitations, the District Court reporting system remains a manual system. This means that the District Court reporting system is similar to the Superior Court system in that clerical staff complete the reporting forms manually, but differs in that the information on the Superior Court reporting forms is entered into a computer and statistical reports produced quarterly by the computer, while all calculations for the District Court system are made manually by Administrative Office of the Courts' staff. It is hoped that the District Court system can be computerized and expanded further before long.

District Court Building Fund. Pursuant to 4 M.R.S.A. § 163 (3), $3,000 per month is transferred from the District Court appropriation to the District Court Building Fund. This fund is "to be used solely for the building, remodeling and furnishing of quarters for the District Court...". Unlike the remainder of the Judicial Department appropriation, accrued monies in this fund do not revert to the General Fund at the end of each fiscal year, but rather are carried forward from year to year.

During 1978, Chief Judge Danton located new quarters for the Waterville and Calais District Courts and pursued a new location for the Bath District Court.

Renovation of the new space in Waterville was completed and the court moved in December. Renovation of the space in Calais began in December, and the move is planned for March 1979. Also, Bath District Court should be relocated during 1979.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $3,763,231.65 in FY 79 and are, by administrative decision, included with those of the Judicial Department.

ADMINISTRATIVE COURT

EDWARD W. ROGERS, ADMINISTRATIVE COURT JUDGE

Central Office: *Telephone:* 773-1035
Location: 66 Pearl Street, Portland
Mail Address: Box 7260, Portland, Maine 04112

Established: 1963

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 40; *Unit:* 281; *Unit Citation:* 5 M.R.S.A., Sect. 2401

Average Count—All Positions: 4 *Permanent Legislative Count:* 0

PURPOSE: The purposes and objectives of the Administrative Court are twofold: (1) to protect the health, safety and well-being of the general public from wrongful acts of professional, business and trade licensees; and (2) to protect the interests of occupational licensees by means of providing fair and impartial trials and rendering written decisions on administrative complaints, brought against them by numerous State departments, boards and agencies, seeking the suspension or revocation of their licenses.

ORGANIZATION: The Administrative Court was created by the Legislature in 1973 and is a statewide court. Prior to July 1, 1978, the Court had jurisdiction over suspension and revocation of licenses by a specific list of executive agencies.

Effective July 1, 1978, the Legislature substantially expanded the jurisdiction of the Administrative Court. Now, other than in emergency situations, the Administrative Court has "..exclusive jurisdiction upon complaint of an agency or, if the licensing agency fails or refuses to act within a reasonable time, upon complaint of the Attorney General, to revoke or suspend licenses issued by the agency, and shall have original jurisdiction upon complaint of a licensing agency to determine whether renewal or reissuance of a license of that agency may be refused..".

There are two judges of the Administrative Court; the Administrative Court Judge and the Associate Administrative Court Judge. The judges must be lawyers and are appointed by the Governor for seven year terms, with the consent of the Legislature.

PROGRAM: Pursuant to P.L. 1977 Chapter 551, the Administrative Court was reconstituted and placed within the Judicial Department, effective July 1, 1978 (see 4 M.R.S.A. § 1151 et seq. and 5 M.R.S.A. §10051). Implementation of the expanded jurisdiction of the court necessitated a reorganization of its operations which resulted in creation of a clerk's position and two secretarial positions. The Associate Administrative Court Judge position created in 1977 was also filled as part of the implementation process.

The Court established its headquarters at 66 Pearl Street in Portland.

A limited statistical reporting system was developed for the Administrative Court shortly after July 1, and caseflow statistics for the first six months of the reconstituted court's operations are located in Appendix IV.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $131,715.22 in FY 79 and are, by administrative decision, included with those of the Judicial Department.

BOARD OF EXAMINERS FOR THE EXAMINATION OF APPLICANTS FOR ADMISSION TO THE BAR

SUMNER T. BERNSTEIN, CHAIRMAN, SECRETARY AND TREASURER

Central Office: *Telephone:* 774-6291
Location: 1 Monument Square, Portland
Mail Address: 1 Monument Square, Portland, 04101

Established: 1899 *Sunset Termination Scheduled to Start by:* June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 40; *Unit:* 291; *Unit Citation:* 4 M.R.S.A., Sect. 801

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The purpose of the Board of Examiners for the Examination of Applicants for Admission to the Bar is to examine all applicants for admission to the Bar, as to their legal learning and general qualifications to practice in the several courts of the State as attorneys and counselors at law and solicitors and counselors in chancery. After passing the examination and compliance with the statutes has been accomplished the Board issues a certificate of qualification which states the standing of the applicant, and recommends his/her admission to the bar.

ORGANIZATION: The Board is composed of 7 lawyers of the State and one representative of the public appointed by the Governor. As the terms of the present and future members expire, one or more members of the Board will be appointed annually by the Governor on the recommendation of the Supreme Judicial Court and they will hold office for terms of 5 years beginning on the first day of September of the year of appointment and ending on the last day of August of the year of expiration of the appointment. The Board holds at least 2 examination sessions annually at such times and places in the State as the Board determines and the Supreme Judicial Court approves. The members of the Board elect from their number a secretary and a chairman who may, but need not, be the same person and make such rules and regulations relative to the performance of the duties of the Board and to the examinations which the Board conducts as to them may seem proper. Four members of said Board shall constitute a quorum for the transaction of business.

The secretary of the Board shall be the treasurer thereof and shall receive all fees, charges and assessments payable to the Board and account for and pay over the same according to law.

PROGRAM: The following are bar examination results. Modified applicants are persons who have passed bar examinations in other states, as opposed to regular applicants.

	July 76		Feb. 77		July 77		Feb. 78		July 78		Feb. 79	
	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.	Reg.	Mod.
Applicants							34	5	139	13	45	10
taking exam	145	11	61	4	146	15	19	4	122	10	30	9
Number passing exam	114	10	39	3	140	15	19	4				

In its efforts to discharge its statutory duties the Board must review its policies and practices in such matters as:

1. the necessity of examining applicants who already have been admitted by examination in other jurisdictions;
2. the eligibility of graduates of European, Asian and African law schools to take the bar exam;
3. the fairness and validity of examination procedures and standards;
and the
4. the relationship of a law school education to the bar examination; and the
5. effectiveness of procedures to determine the character and fitness of applicants to practice law.

The Board works closely with the National Conference of Bar Examiners and the American Bar Association to receive the benefit of the experience of other jurisdictions in bar examination matters.

LICENSES, PERMITS, ETC.:
Certificate:
Recommending Admission to the Bar

PUBLICATIONS:

Sample questions from prior examinations	($5.00/set)
Pamphlet of Rules of the Board	(free)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS FOR THE EXAMINATION OF APPLICANTS FOR ADMISSION TO THE BAR	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	31,620		31,620			
Fees Charged For Services	25,245		25,245			
Adjustment of Balance Fwd	18		18			
TOTAL RESOURCES	56,883		56,883			
EXPENDITURES						
Salaries and Wages	7,478		7,478			
Prof Service, Not By State	17,832		17,832			
Other Prof. Serv., By State	412		412			
Travel Expenses, In-State	1,487		1,487			
Travel Expense, Out-State	373		373			
General Operating Expense	97		97			
Other Supplies	35		35			
Trans. to Gen.-Fund Sta-Cap	767		767			
TOTAL EXPENDITURES	28,481		28,481			

ADMINISTRATIVE OFFICE OF THE COURTS

ELIZABETH D. BELSHAW, STATE COURT ADMINISTRATOR

Central Office: *Telephone:* 775-1500
Location: 66 Pearl Street, Portland
Mail Address: Box 4820 DTS, Portland, Maine 04112

Established: 1975

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 40; *Unit:* 425; *Unit Citation:* 4 M.R.S.A., Sect. 15

*Since the close of the fiscal year John P. Duffy has been appointed State Court Administrator.

PURPOSE: The State Court Administrator under the supervision of the Chief Justice of the Supreme Judicial Court shall:

1. Continuous Survey and Study. Carry on a continuous survey and study of the organization, operation, condition of business, practice and procedure of the Judicial Department and make recommendations to the Chief Justice concerning the number of judges and other judicial personnel required for the efficient administration of justice. Assist in long and short range planning.

2. Examine the status of dockets. Examine the status of dockets of all courts so as to determine cases and other judicial business that have been unduly delayed. From such reports, the administrator shall indicate which courts are in need of additional judicial personnel and make recommendations to the Chief Justice and to the Chief Judge of the District Court concerning the assignment or reassignment of personnel to courts that are in need of such personnel. The administrator shall also carry out the directives of the Chief Justice as to the assignment of personnel in these instances.

3. Investigate complaints. Investigate complaints with respect to the operation of the courts.

4. Examine statistical systems. Examine the statistical systems of the courts and make recommendations for a uniform system of judicial statistics. The administrator shall also collect and analyze statistical and other data relating to the business of the courts.

5. Prescribe uniform administrative and business methods, etc. Prescribe uniform administrative and business methods, systems, forms, docketing and records to be used in the Supreme Judicial Court, in the Superior Court and, with the written approval of the Chief Judge of the District Court, in the District Court.

6. Implement standards and policies set by the Chief Justice. Implement standards and policies set by the Chief Justice regarding hours of court, the assignment of term parts and justices.

7. Act as fiscal officer. Act as fiscal officer of the courts and in so doing: maintain fiscal controls and accounts of funds appropriated for the Judicial Department; prepare all requisitions for the payment of state moneys appropriated for the maintenance and operation of the Judicial Department; prepare budget estimates of state appropriations necessary for the maintenance and operation of the Judicial Department and make recommendations with respect thereto; collect statistical and other data and make reports to the Chief Justice and to the Chief Judge of the District Court relating to the expenditures of public moneys for the maintenance and operation of the Judicial Department; and develop a uniform set of accounting and budgetary accounts for the Supreme Judicial Court, for the Superior Court, and with the written approval of the Chief Judge of the District Court, for the District Court and serve as auditor of the Judicial Department.

8. Examine arrangements for use and maintenance of court facilities. Examine the arrangements for the use and maintenance of court facilities and supervise the purchase, distribution, exchange and transfer of judicial equipment and supplies thereof.

9. Act as secretary. Act as secretary to the Judicial Conference.

10. Submit an annual report. Submit an annual report to the Chief Justice, Legislature and Governor of the activities and accomplishments of the office for the preceding calendar year.

11. Maintain liaison. Maintain liaison with the executive and the legislative branches and other public and private agencies whose activities impact the Judicial Department.

12. Prepare and plan clerical offices. Prepare and plan for the organization and operation of clerical offices serving the Superior Court and, at the request of the Chief Judge of the District Court, the District Court within each county; provide for a central clerk of court office at each county seat with satellite clerk in each court.

13. Implement preservice and inservice educational and training programs. Develop and implement preservice and inservice educational and training programs for nonjudicial personnel of the Judicial Department.

14. Perform duties and attend other matters. Perform such other duties and attend to such other matters consistent with the powers delegated herein assigned to him by the Chief Justice and the Supreme Judicial Court.

ORGANIZATION: The Administrative Office of the Courts was created in 1975. The office is directed by the State Court Administrator, who is appointed by and serves at the pleasure of the Chief Justice. Staff for the Administrative Office is appointed by the State Court Administrator, with the approval of the Chief Justice, and includes the following permanent positions: State Court Administrator; Regional Court Administrators (4); Fiscal Director; Accountant; Accounting Clerk (2); and Secretary.

By statute, the office was created to serve the entire Judicial Department in the areas of caseflow management, statistics, facilities, personnel, training, liaison, systems management, fiscal management, budget, complaints, Judicial Conference and general support staff. These duties are enumerated in 4 M.R.S.A. § 17 and are performed under the supervision of the Chief Justice.

PROGRAM:

Personnel System. Because the compensation scale for court system employees had not been reviewed since its implementation in July 1976, the Supreme Judicial Court instructed the Administrative Office of the Courts to conduct a wage survey to assess whether employees were receiving pay comparable to that for similar work in a cross-section of the public and private sector. The wage survey conducted showed good comparison with a few exceptions.

In an attempt to make use of the information developed during the wage survey, problems were found in the existing classification plan as well as in the compensation plan. In order to solve the existing problems, an in-depth six-month review of the classification and compensation plans was begun with the assistance of a personnel specialist funded by an LEAA grant. The result of this in-depth review was a new classification plan and a new compensation plan, both of which were promulgated by the Supreme Judicial Court effective December 3, 1978.

Specific problems identified in the former compensation plan and the solutions developed to those problems are as follows:

1. There were no written objectives and policies regarding pay for court system employees. These objectives and policies have been written.

2. There was no basis of comparison for salaries to determine if court employees were underpaid or not. The basis has been established as salaries equivalent to what similar jobs are paid in the relevant marketplace.

3. There was no agreed-upon method for changing salary ranges. The policy has been established that salary ranges will be reviewed yearly and adjusted to keep court system pay levels equal to the relevant marketplace, within monies available.

4. There was no clearly established link between pay, performance and experience. A new structure has been designed which provides for periodic progression up the ladder to a "Target Salary". Once an employee reaches the target, progression beyond that point is possible only through superior performance or extensive experience.

5. There was no mechanism for taking inflation into account. The policy has been established that a system-wide cost-of-living adjustment will be made to reflect movement in the Consumer Price Index as modified by appropriate federal guidelines. Obviously, implementation of this policy is dependent upon legislative appropriation.

During December, the Administrative Office of the Courts' staff met with the clerks of court to explain the new plans, their structure, function and operation and to answer questions about the changes. Follow-up meetings were held within each clerk's office, during which the clerks explained the new system to their employees and the regional court administrators provided additional information and answered questions.

During the first six months of 1979, additional work was done to develop required standards of performance necessary for the employee performance evaluation procedure. In addition, the remaining sections of the Court System Personnel Policies and Procedures Manual will be reviewed and revised to be certain they reflect the requirements of the new classification and compensation plans.

The Appeal Board for the court personnel system was established in 1976, pursuant to the Maine Court System Policies and Procedures Manual promulgated by the Supreme Judicial Court. The Board is comprised of three judges, two clerks of court, an official court reporter and a regional court administrator. During 1978, the Board handled six appeals. Of these appeals, one was sustained, three were denied, one was sustained in part and denied in part and one is still pending.

Legislature. During 1978, the Administrative Office of the Courts continued to provide information to individual legislators, the Joint Standing Committees and the Legislative Finance Office. Included were fiscal impact statements, budget information, statistical information, court procedure information, information on the structure and operation of the court system, and various analyses.

Investigate Complaints. In the course of a year, many complaints are addressed to the Administrative Office; everything from questions about lost juror service checks to "why did the judge wait two weeks to sentence the kid who broke into my house". The first type of question can be answered quickly and simply by replacing the lost check. The second question requires building a communication link with the complainant in order to provide an effective explanation of how the legal process works and why.

Every complaint addressed to the Administrative Office is investigated and a response made. In the area of public service, this is a very important function for the Administrative Office of the Courts.

Judicial Education. The Judicial Department continued its existing policy of actively promoting continuing judicial education through funds provided by the Maine Criminal Justice Planning and Assistance Agency. Maine judges attended the following seminars:

1. Thirteen justices of the Superior Court attended the Ten State Regional Education Seminar sponsored by the National Conference of State Trial Judges, the American Bar Association, and The National Judicial College.
2. Two justices of the Superior Court attended the General Jurisdiction Court Seminar at The National Judicial College.
3. One Superior Court Justice attended a Special National Workshop on Pre-trial Release sponsored by the National Association of Pre-trial Service Agencies and the National Institute for Law Enforcement and Criminal Justice.
4. One justice of the Superior Court served as a faculty advisor at The National Judicial College.
5. Two District Court judges attended the Special Court Jurisdiction seminar at The National Judicial College.
6. Two District Court Judges attended a special Seminar on Child Abuse and Neglect sponsored by The National Judicial College.
7. One Supreme Judicial Court Justice attended the Appellate Judges' Seminar at New York University.

Non-Judicial Training. Two training sessions for non-judicial court system personnel were held; the first in June and the second in November. Both training sessions were divided into "northern" and "southern" meetings. The June sessions were held in Lewiston on June 14-16 and in Bangor on June 26-28. To accommodate the clerks' office staff in Houlton and farther north, the Administrative Office of the Courts' staff took the training session to Houlton on June 28.

The first and second days of each session were identical so that one half of the Superior Court and District Court staff could attend the first day and the other half the second day; thereby keeping each clerk's office open and adequately staffed.

The first and second day meetings began in early afternoon with everyone assembled for a discussion of the new Juvenile Code by the Chairman of the Juvenile Laws Revision Commission. After this discussion, the Superior Court staff gathered to review appeal to the Law Court, Superior Court procedures, URESA cases, and habitual offender cases. At the same time, District Court staff were reviewing civil docketing and being introduced to the new District Court statistical reporting system. In late afternoon, the two groups came together again for a joint question-and-answer session with Administrative Office staff. This session covered fiscal reporting problems, personnel system problems and many other areas. The third day brought together clerks of both courts for a training session on "Communications" conducted by the staff of the Bureau of Public Administration at the University of Maine in Orono.

The November sessions were held in Bangor on November 8-9 and in Auburn on November 15-16. Both sessions began in the morning with the joint question-and-answer session with the Administrative Office of the Courts, because this agenda item had been cut short during the June sessions.

After this session, the Superior Court staff reviewed errors and problems in the statistical reporting system, civil and criminal docketing, civil and criminal forms revisions, appeals to the Law Court and an up-date of the Superior Court Policies and Procedures paper. At the same time, District Court staff were reviewing civil and juvenile docketing, recording machine operation, civil and criminal forms revisions and receiving additional training in the new statistical reporting system.

The second day of the training session brought together all clerks of court for a continuation of the training sessions conducted by the staff of the Bureau of Public Administration at the University of Maine at Orono. This session covered the "Skills and Responsibilities of Effective Supervision".

All the training sessions conducted by the Administrative Office of the Courts to date have been funded through grants from the Maine Criminal Justice Planning and Assistance Agency and have been received enthusiastically and beneficially by court system staff.

Maintain Liaison. The Administrative Office of the Courts continues to maintain active working relationships with many Executive Branch agencies and the Legislature. Pursuant to a change in policy by the Law Enforcement Assistance Administration, the Chief Justice, one

Superior Court justice and the State Court Administrator serve on the Board of the Maine Criminal Justice Planning and Assistance Agency.

Within the court system, members of the Administrative Office of the Courts' staff are in constant contact with justices, judges, court reporters and clerks' office staff, in order to assist in improving court system operations wherever possible.

Trial Court Administration Team. In 1977, the Chief Justice and the Chief Judge of the District Court joined the monthly meetings of the Regional Presiding Justices of the Superior Court, the State Court Administrator and the Regional Court Administrators. The monthly meetings now encompass all trial court operations and their purpose is to discuss trial court operation problems, seek internal solutions to those problems and direct implementation of the course of action determined by the group.

The Administration team meets regularly with the Advisory Committee on Court Administration. In addition, the group meets with staff of the Department of Mental Health and Corrections, court reporters and others involved with court operations to address and resolve the problems raised.

Forms Committees. The Superior Court Civil Forms Committee completed its preliminary work during 1978. The proposed set of civil forms is being reviewed initially by the Regional Presiding Justices and will be distributed to Superior Court Justices for their comments before the Committee reconvenes to review the suggestions submitted. Printing and distribution of the complete set of forms was planned for early 1979.

During the work sessions, the Committee reviewed all existing civil forms with the resulting recommendation that nine forms be abolished, three consolidated and three new forms created. The Superior Court Criminal Forms Committee completed its initial work in 1977, when a new set of criminal forms was promulgated throughout the Superior Court. During 1978, the Committee met to review the existing forms in light of changes in the law and the knowledge accumulated through 12 months of use. As a result of these meetings, 12 forms were partially or totally revised and three new forms were created.

The District Court Civil Forms Committee completed its preliminary work by the end of 1978. This work involved an in-depth review of every civil form in use in District Court. The result of this review was a proposed set of forms which was submitted to Chief Judge Danton early in 1979. During its work sessions, the Committee eliminated 10 of the existing forms, consolidated two others and created two new forms. Printing and distribution of the new set of District Court civil forms is planned during 1979.

The District Court Criminal Forms Committee began work on an in-depth review of all the existing forms during 1978 and plans to complete its work in 1979. Part of this Committee's work has been to design a set of new juvenile forms necessitated by promulgation of the new Juvenile Code in 1978.

The judges, regional court administrators and clerks on these committees have spent many hours reviewing existing forms, rewriting them as necessary, consolidating forms when possible, eliminating forms when possible and researching and writing new forms as necessary. The result of their work is reviewed by the Regional Presiding Justices (Superior Court forms) and Chief Judge Danton (District Court forms) as well as other interested judges and clerks, so that the final product disseminated for use throughout the system is as correct and useful as possible. The work of these committees has substantial impact on the operation of the court system.

Advisory Committee on Court Management and Policy. In 1977, Maine was chosen as one of six pilot states for a national study of court planning capabilities under the auspices of the National Center for State Courts and funded by a discretionary grant from the Law Enforcement Assistance Administration.

In 1978, the Chief Justice appointed the Advisory Committee on Court Management and Policy to direct Maine's project, and a staff person was employed to serve the Committee. The Committee consists of one Associate Justice of the Supreme Judicial Court as Chairman, two Justices of the Superior Court, the Chief Judge of the District Court and one additional District Court Judge.

Rather than develop a court planning capability along the lines of a periodic general statement of court system goals or a court system master plan, the Committee, with the approval of the Supreme Judicial Court, established an issue-oriented structured decision making process through which the Committee studies specific problems or issues and recommends a specific solution to the Supreme Judicial Court. If the Supreme Judicial Court accepts the recommendation of the Committee (and to date the Court has in every instance) implementation of the recommendation follows. The Committee has completed studies and forwarded recommendations to the Supreme Judicial Court in areas as law-oriented as sequestration of jurors and as citizen-oriented as a Juror Handbook. During 1979, the Committee will, at the request of the Judicial Council, complete a study of the judges' pension plan and, on its own initiative, an in-depth review of the small claims process.

Maine's project received national recognition in 1979 through an article published in the National Center for State Courts *State Court Journal.*

PUBLICATIONS:

Annual Report—1979

FINANCES, FISCAL YEAR 1979: 4 MRSA, Section 16 provides that expenditures of this unit, which amounted to $233,636.46 in FY 79, shall be borne by the Judicial Department and are, therefore, included in its financial display.

DEPARTMENT OF FINANCE AND ADMINISTRATION

RODNEY L. SCRIBNER, COMMISSIONER

Central Office: *Telephone:* 289-3446
Location: State Office Bldg., Augusta *Floor:* 3
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 08; *Unit:* 114; *Unit Citation:* 5 M.R.S.A., Sect. 287

Average Count—All Positions: 923 *Permanent Legislative Count:* 1009

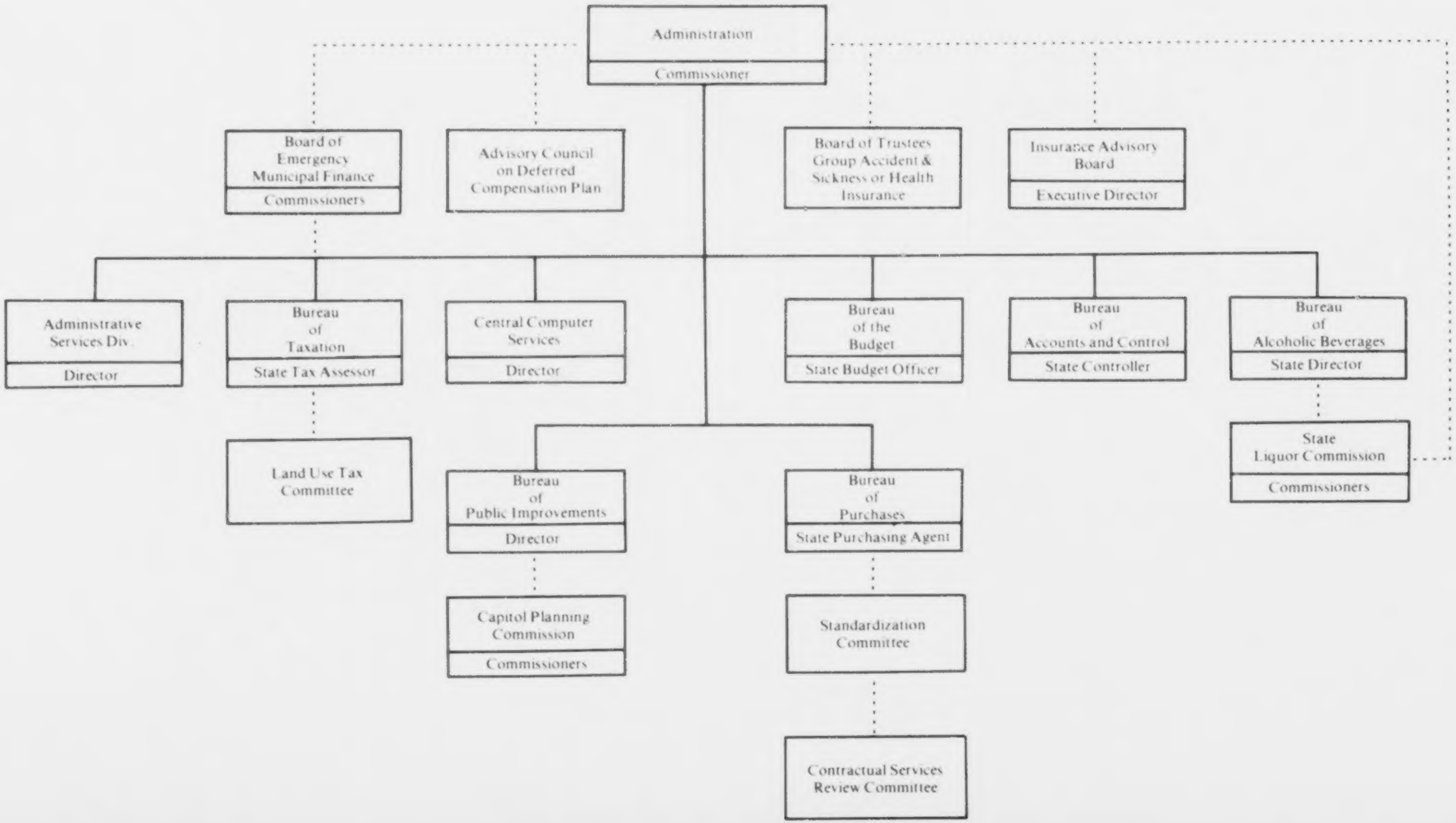
Organizational Units:

Bureau of the Budget
Bureau of Accounts and Control
Bureau of Central Computer Services
Bureau of Purchases
Bureau of Public Improvements
Bureau of Taxation
Bureau of Alcoholic Beverages
Board of Emergency Municipal Finance
Maine Insurance Advisory Board
Review Committee for Contractual Services
Standardization Committee
Capitol Planning Commission
Land Use Tax Committee
State Liquor Commission
Board of Trustees, Accident and Sickness or Health Insurance Program
Advisory Council on Deferred Compensation Plans
Advisory Committee on State Communications

PURPOSE: The Department of Finance and Administration is the principal administrative and fiscal agency of Maine State Government, serving to coordinate financial planning and programming activities of State departments and agencies for review and action by the Governor; to prepare and report to the Governor and the Legislature financial data and statistics; to provide insurance advice for the State government; to ensure adequate control and accountability in all State government expenditures and business transactions; to develop and supervise State purchasing policy and provide specific central services to State departments and agencies; to assess and collect tax revenue to support the State government as required by law; to improve the administration of property tax laws in the State; to develop and implement public improvement programs and provide State property management services; to establish and administer a master plan for the orderly development of future State buildings and grounds in the Capitol Area of Augusta; and to administer, under the direction of the State Liquor Commission, laws relating to alcoholic beverages in the State.

ORGANIZATION: The Department of Finance and Administration originated in 1919 with the establishment of a State Budget Committee consisting of five elected officials, including the Governor as chairman. In a major State government reorganization in 1931, the Committee was replaced by a new Department of Finance under the administrative direction of a Commis-

ORGANIZATION CHART DEPARTMENT OF FINANCE AND ADMINISTRATION


Administration
Commissioner
Board of Emergency Municipal Finance
Commissioners
Advisory Council on Deferred Compensation Plan
Board of Trustees Group Accident & Sickness or Health Insurance
Insurance Advisory Board
Executive Director
Administrative Services Div.
Director
Bureau of Taxation
State Tax Assessor
Central Computer Services
Director
Bureau of the Budget
State Budget Officer
Bureau of Accounts and Control
State Controller
Bureau of Alcoholic Beverages
State Director
Land Use Tax Committee
Bureau of Public Improvements
Director
Bureau of Purchases
State Purchasing Agent
State Liquor Commission
Commissioners
Capitol Planning Commission
Commissioners
Standardization Committee
Contractual Services Review Committee

CONSOLIDATED FINANCIAL CHART FOR FY 79
DEPARTMENT OF FINANCE AND ADMINISTRATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	9,317,176	1,655,449	5,894,694		741,033	1,026,000
Bal Brt Fwd— Encumbered	441,073	352,595		2,288	36,671	49,519
Licenses/Permits/Fees/Tax	695,188		695,188			
Interest/Investment/Rents	340,581				1,458	339,123
Revenue From Federal Govt	161,000				161,000	
Fees Charged For Services	3,877,914					3,877,914
Receipts From Other Funds	62,997					62,997
Sale of Securities	500,000					500,000
Legislative Approp/Alloc	48,614,557	42,624,231		351,172	1,580,917	4,058,237
Adjustment of Balance Fwd	−29,496	−27,622	−29,426		27,552	
Transfers—Non-Federal $	−7,896,330	−5,584,242		−30,124	−2,281,964	
Transfers—Federal $	15,000				15,000	
TOTAL RESOURCES	56,099,660	39,020,411	6,560,456	323,336	281,667	9,943,790
EXPENDITURES						
Salaries and Wages	9,311,334	5,364,228		176,598	3,833	3,766,675
State Share of Retirement	1,077,647	623,405		20,177	400	433,665
Prof Service, Not By State	488,379	252,005		534	15,314	220,526
Computer Service, By State	655,595	622,189				33,406
Other Prof. Serv., By State	32,297	26,975				5,322
Travel Expenses, In-State	182,832	169,748			23	13,061
Travel Expense, Out-State	69,591	60,761			59	8,771
Operation—State Vehicles	57,989	21,513				36,476
Utilities	883,648	439,518		87,477		356,653
Rents	826,385	26,197				800,188
Repairs	1,204,904	417,064		10,426		777,414
Insurance	555,543	223,123		6,956	96	325,368
General Operating Expense	530,170	430,764		122	2	99,282
Food	309	288				21
Fuel	192,535	138,001		10,901		43,633
Other Supplies	619,204	277,762		1,009	14	340,419
Depreciation	1,215,011					1,215,011
Grants to Local Govts	1,732,188	1,576,300	155,888			
Grants to Pub. & Priv. Orgs.	25,700	25,700				
Public Assistance Grants	5,864,298	5,864,298				
Misc. Grants to Individual	17,933,804	17,932,699				1,105
Pensions	29,952	16,235		14		13,703
Buildings & Improvements	192,048	113,070			22,581	56,397
Equipment Purchases	64,513	63,448		1,065		
Structures & Improvements	151,402				151,402	
Debt Retirement, Interest	170,558					170,558
Chgs. To Asset/Liab. Accts.	3,394,323					3,394,323
Transfer to General Fund	115,377					115,377
Trans to Gen-Fund Sta-Cap	99,054				1,543	97,511
TOTAL EXPENDITURES	47,676,590	34,685,291	155,888	315,279	195,267	12,324,865

sioner of Finance who also served as State Budget Officer. The Department was then comprised of three principal bureaus: Bureau of Accounts and Control under the State Controller, Bureau of Purchases under the State Purchasing Agent and Bureau of Taxation under the State Tax Assessor, each of these bureau heads being appointed by the Commissioner with the approval of the Governor. Also established in 1931 were an Advisory Committee on Budget to advise the Governor on all matters pertaining to State financial policies and a Standardization Committee to advise the Commissioner and the State Purchasing Agent on the procurement of services, supplies, equipment and materials required for use by the State.

In 1953, the Department became the Department of Finance and Administration, and the State's Superintendent of Public Buildings, established independently in 1837, was incorporated into the agency. The Commissioner of Finance and Administration continued to act as State Budget Officer until 1957 when the Bureau of the Budget was created under a State Budget Officer appointed by the Commissioner with the approval of the Governor. Also in the reorganization of 1957, the Superintendent of Public Buildings was replaced by a new Bureau of Public Improvements under a State Director of Public Improvements appointed as were other bureau heads. In 1959, the Advisory Committee on Budget was abolished.

The Capitol Planning Commission (established in 1967), the Maine Insurance Advisory Board (established in 1965) and the State Liquor Commission (established in 1933) were placed within the Department in 1971, the same year Central Computer Services was created administratively as a bureau level unit of the Department, assuming duties previously assigned to the Bureau of Accounts and Control. In 1972, appointment of all bureau heads by the Commission was changed to require approval of both the Governor and the Council. Further reorganization in 1973 established new Bureaus of Alcoholic Beverages and Property Taxation within the Department, and in mid-1974, the Property Tax Division of the Bureau of Taxation was transferred and merged with the new Bureau of Property Taxation. In 1975 the Property Tax Division and the Bureau of Property Taxation was merged into the Bureau of Taxation.

As of 1978, PL 674 Sec 3 gave the Commissioner sole appointing authority of all bureau heads within the department with the exception of the head of the Bureau of Central Computer Services.

PROGRAM: The program of the Department is implemented through its component units.

PUBLICATIONS: Several publications are available through component units.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF FINANCE AND ADMINISTRATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	2,251,784	1,500,817			750,967	
Bal Brt Fwd— Encumbered	2,089	2,089				
Legislative Approp/Alloc	6,742,460	5,112,793		48,750	1,580,917	
Adjustment of Balance Fwd	—1,874				—1,874	
Transfers—Non-Federal $	—6,813,483	—4,482,769		—48,750	—2,281,964	
TOTAL RESOURCES	2,180,976	2,132,930			48,046	
EXPENDITURES						
Salaries and Wages	192,294	192,294				
State Share of Retirement	22,269	22,269				
Prof Service, Not By State	44,425	44,425				
Computer Service, By State	5,246	5,246				
Travel Expenses, In-State	178	178				
Travel Expense, Out-State	370	370				
Operation—State Vehicles	691	691				
Utilities	5,434	5,434				
Repairs	440	440				
Insurance	5,476	5,476				
General Operating Expense	3,017	3,017				
Food	10	10				
Other Supplies	1,598	1,598				
Grants to Pub. & Priv. Orgs.	25,700	25,700				
Public Assistance Grants	10	10				
Misc. Grants to Individual	4,301	4,301				
Pensions	1,566	1,566				
Equipment Purchases	189	189				
TOTAL EXPENDITURES	313,214	313,214				

BUREAU OF THE BUDGET

OTTO W. SIEBERT, STATE BUDGET OFFICER
G. WILLIAM BUKER, Deputy State Budget Officer

Central Office: *Telephone:* 289-2881
Location: State Office Bldg., Augusta *Floor:* 3
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 08; *Unit:* 117; *Unit Citation:* 5 M.R.S.A., Sect. 283

Average Count—All Positions: 14 *Permanent Legislative Count:* 14

*Since the close of the fiscal year, G. William Buker has been appointed State Budget Officer.

PURPOSE: The Bureau of the Budget is authorized to prepare and submit biennially to the Governor or the Governor-elect a State budget document; to examine and recommend for approval the work program and quarterly allotments of each department and agency of State Government before the appropriations or other funds of such departments or agencies become available for expenditure; to examine and recommend for approval any changes in such work programs and quarterly allotments during the fiscal year; to constantly review the administrative activities of departments and agencies of the State, study organization and administration, investigate duplication of work, formulate plans for better and more efficient management, and report periodically to the Governor and on request to the Legislature; and to make rules and regulations, subject to the approval of the Commissioner of Finance and Administration, for carrying out State budget laws.

ORGANIZATION: The Bureau of the Budget originated in the establishment of a State Budget Committee in 1919 to prepare a biennial State Budget and examine all appropriations and requests for funds. The original Committee was composed of five elected State officials, including the Governor as chairman, plus the Governor-elect if different from the Governor. When the Department of Finance was created in 1931, the Committee was abolished and its duties were assumed by the Commissioner of Finance who also served as State Budget Officer. The 1931 legislation established the powers and duties of the State Budget Officer and subsequently of the Bureau of the Budget essentially as they exist today, and at the same time created a new Advisory Committee on Budget, consisting of three legislators, to advise the Governor on all matters pertaining to financial policies of State Government and particularly, preparation of the State budget. In 1953, the Department of Finance became the Department of Finance and Administration with the Commissioner continuing to act as State Budget Officer until 1957, when the Bureau of the Budget was established as a departmental division, headed by a State Budget Officer appointed by the Commissioner with the approval of the Governor. The Advisory Committee on Budget continued to function until abolished in 1959.

PROGRAM:

Budget Process. Activities of the Bureau of the Budget primarily involve the State's budgetary process. On or before September 1st of even-numbered years, all departments and agencies of State Government and corporations and associations desiring to receive State funds under provisions of law prepare, in a manner prescribed and on forms supplied by the Bureau, and submit to the Bureau estimates of their expenditure and appropriation requirements for each fiscal year of the ensuing biennium contrasted with the corresponding figures of the last completed fiscal year and the estimated figures for the current fiscal year. Expenditure estimates are classified to set forth the data by funds, organization units, and character and objects of expenditure. Organization units are subclassified by functions and activities, or in any other manner, at the discretion of the Bureau.

Tentative revenue estimates are prepared by the State Budget Officer during the month of September of even-numbered years and are revised during the following November for inclusion in the budget. These revenue estimates are classified so as to show income by organization units, sources and funds, or in any other matter, at the discretion of the State Budget Officer.

Upon receipt of the budget estimates submitted, the Bureau, in conjunction with the Governor-elect or the Governor, reviews the budget estimates, altering, revising, increasing or decreasing items as deemed necessary in view of the needs of various departments and agencies and the total anticipated income of State Government during the next biennium. The State Budget Officer may require the heads of departments and agencies to appear before him and present such additional data in support of their budget estimates as deemed necessary. The Bureau, at the direction of the Governor-elect or the Governor, then prepares a State Budget Document which must be transmitted to the Legislature no later than two weeks in the case of the Governor, and no later than six weeks in the case of a Governor-elect, after the start of the regular legislative session.

State Budget Document. The State Budget Document is a complete financial plan for the operation of State Government for each year of the ensuing biennium, which sets forth all proposed expenditures of the departments and agencies of the State, all interest and debt redemption charges during each fiscal year, and all expenditures for capital projects to be undertaken and executed during each fiscal year of the biennium. In addition, the document sets forth the anticipated revenues of the State government and any other means of financing expenditures proposed for each fiscal year of the biennium. The document is divided into three parts: 1) the budget message by the Governor-elect or the Governor which outlines the financial policy of the State government for the ensuing biennium, including a general budget summary supported by explanatory schedules and statements; 2) detailed budget estimates both of expenditures and revenues, including statements of the State's bonded indebtedness; and 3) complete drafts or summaries of budget bills, the legislative measures required to give legal sanction to the complete financial plan when adopted by the Legislature.

Work Program. After legislative appropriation, an aspect of the budgetary process which is a concern of the Bureau of the Budget throughout the fiscal year is the review and consideration of requested allotments with respect to the work program of each department or agency of State government. Work programs for the ensuing fiscal year are required to be submitted to the Bureau no later than June 1st of each year and must show all appropriations, revenues, transfers and other funds made available to the department or agency for its operation and maintenance and for the acquisition of property, in requested allotments by quarters for the entire fiscal year, classified to show allotments requested for specific amounts for personal services, capital expenditures and amounts for all other departmental expenses. The State Budget Officer, in conjunction with the Governor, reviews the requested allotments and, if they deem it necessary, revise, alter or change such allotments before approval and authorization for the State Controller to allow expenditures to be made from funds available. Work programs may be revised at the beginning of any quarter during the fiscal year, subject to the approval of the State Budget Officer and the Governor; and to meet emergency situations arising during the year, special requests for allotment may be submitted to the Bureau by departments and agencies for approval by the Governor.

State Cost Allocation Program. The federal Office of Management and Budget (OMB) establishes uniform government-wide guidelines for identifying costs under grants and contracts to states. The Bureau of the Budget represents the State of Maine in preparing a Consolidated Cost Allocation Plan and in negotiating to completion the allocation of approximately four million dollars in identified State central service costs to State operating agencies. The allocation of approved central service costs is through the medium of an Indirect Cost Proposal prepared by State departments and submitted through the Bureau to the appropriate cognizant federal agency. The Bureau also establishes for each department an indirect cost rate to identify central service costs which benefit each agency.

Maine State Government Annual Report. As part of its function to study and report on the organization and administration of State Government, the Bureau of the Budget, designed the format for, gathers the data from State agencies, edits, assembles and produces Maine State Government Annual Report in accordance with statutory mandate.

PUBLICATIONS:

State Budget Document

Maine State Government Annual Report. Available from the Bureau of Purchases, Division of Reprographics, Statehouse, Augusta.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF THE BUDGET	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	6,300	6,300				
Legislative Approp/Alloc	297,606	297,606				
Transfers—Non-Federal $	54,592	54,592				
TOTAL RESOURCES	358,498	358,498				
EXPENDITURES						
Salaries and Wages	211,758	211,758				
State Share of Retirement	25,130	25,130				
Prof Service, Not By State	12,513	12,513				
Computer Service, By State	66,081	66,081				
Travel Expenses, In-State	617	617				
Travel Expense, Out-State	1,473	1,473				
Utilities	6,052	6,052				
Rents	3,201	3,201				
Repairs	283	283				
Insurance	4,353	4,353				
General Operating Expense	24,464	24,464				
Other Supplies	1,474	1,474				
Equipment Purchases	616	616				
TOTAL EXPENDITURES	358,015	358,015				

BUREAU OF ACCOUNTS AND CONTROL

RICHARD A. DIEFFENBACH, STATE CONTROLLER
DONALD A. BROWN, Deputy State Controller

Central Office: *Telephone:* 289-3781
Location: State Office Bldg., Augusta *Floor:* 3
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 08; *Unit:* 119; *Unit Citation:* 5 M.R.S.A., Sect. 283

Average Count—All Positions: 64 *Permanent Legislative Count:* 68

PURPOSE: The Bureau of Accounts and Control is responsible for the maintenance of the official accounting records of the State government. The powers and duties of the Bureau are detailed in section 1541 of Title 5 of the Maine Revised Statutes Annotated.

ORGANIZATION: The Bureau of Accounts and Control was created in 1931 as an organizational unit of the Department of Finance (now the Department of Finance and Administration). The Bureau is under the direction of the State Controller who is appointed for an indefinite period by the Commissioner of Finance and Administration subject to the approval of the Governor.

PROGRAM: The Bureau is an administrative agency responsible for maintaining central accountability for all State expenditures and financial transactions. It examines all bills and payrolls to insure the legality and correctness of all items and prepares warrants for payment. The Controller's office maintains the official financial records for all agencies and programs administered by the State except for certain quasi-governmental units. A financial report is prepared each year and is subject to audit by independent certified public accountants on a quadrennial basis.

PUBLICATIONS:
State of Maine Financial Report (free).
Consensed Financial Report (free).

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ACCOUNTS AND CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	415	415				
Legislative Approp/Alloc	989,282	989,282				
Transfers—Non-Federal $	6,871	6,871				
TOTAL RESOURCES	996,568	996,568				
EXPENDITURES						
Salaries and Wages	650,290	650,290				
State Share of Retirement	75,347	75,347				
Prof. Serv., Not By State	2,020	2,020				
Computer Service, By State	199,379	199,379				
Travel Expenses, In-State	2,317	2,317				
Travel Expense, Out-State	737	737				
Utilities	9,589	9,589				
Repairs	1,246	1,246				
Insurance	22,435	22,435				
General Operating Expense	14,518	14,518				
Food	67	67				
Other Supplies	6,868	6,868				
Pensions	26	26				
Equipment Purchases	961	961				
TOTAL EXPENDITURES	985,800	985,800				

BUREAU OF PUBLIC IMPROVEMENTS

RICHARD G. BACHELDER, DIRECTOR
HOWARD R. McCARTNEY, Assistant Director

Central Office: *Telephone:* 289-3881
Location: State Office Bldg., Augusta *Floor:* 1
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1957 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 08; *Unit:* 121; *Unit Citation:* 5 M.R.S.A., Sect. 283

Average Count—All Positions: 188 *Permanent Legislative Count:* 208

PURPOSE: The Bureau of Public Improvements was established to provide the planning, development and monitoring of the construction of all public improvements and public school facilities, maintenance and repair of all public improvements, property records control and property management of the State Capitol complex. The Bureau is authorized to plan and develop long- range public improvement programs and to make recommendations to the Governor and the Legislature regarding such programs; to advise and approve engineering and architectural services, proposals, plans, specifications and contracts for public improvements to State facilities and public school construction; to inspect materials, equipment, methods used and changes in plans in making public improvements and in inspection of public improvements during the course of construction or repair; to inventory all State property and removable equipment; to maintain records of construction cost and progress of public improvements; to supervise, control and maintain land and buildings in the State Capitol Complex; to lease or approve the leasing of grounds, buildings, facilities and office space required by departments and agencies of State Government; to assist the Capitol Planning Commission in the establishment and maintenance of a master plan for the orderly development of future State buildings and grounds in the Capitol Area of Augusta; and to serve as secretariat of the Capitol Planning Commission and the Advisory Committee on State Telecommunications.

ORGANIZATION: The Bureau of Public Improvements (BPI) originated in 1837 with the establishment of a Superintendent of Public Buildings, appointed by the Governor with the advice and consent of the Council, to exercise responsibilities for public buildings, furniture and other property and preserve and keep them in proper condition. In 1943, the Superintendent's duties were expanded to include the responsibilities basic to the present Bureau. In 1953, when the Department of Finance became the Department of Finance and Administration, appointment of the Superintendent was vested in the Commissioner of Finance and Administration with the approval of the Governor. In a reorganization of the Department in 1957, the position of Superintendent was abolished and his powers and duties were assumed by a newly created Bureau of Public Improvements administered by a State Director of Public Improvements who was appointed in the same manner as the former Superintendent. Also at this time, the Property Records Division of the Department's Bureau of Accounts and Control was transferred to the new Bureau in further consolidation of the State's public improvements and property management functions. The latter became the responsibility of the Bureau's Property Management Division which, in keeping pace with the growth of the State Government's physical plant, has evolved into an administrative entity almost equal to the Bureau itself headed by an Administrator, Physical Plant.

In 1967, the Bureau was assigned the function of secretariat to the Capitol Planning Commission along with the responsibility for establishing and maintaining a master plan for the Capitol Area. The Director is also Chairman of the Advisory Committee on State Telecommunications.

In 1977, a reorganization within the Department of Finance and Administration created a new Bureau of Administrative Services. This new Bureau combined all fiscal, accounting and personnel activities within the Department and removed these functions from BPI. Legislation transferring the Security forces from BPI to Public Safety was enacted. With the consequent reduction in responsibilities, the position of Administrator, Physical Plant was reclassified in 1978 to Chief, Lease Space and Telecommunications to handle those responsibilities, and the position of Superintendent of Buildings was reactivated to handle the Property Management Division.

PROGRAM: The Program of the Bureau of Public Improvements is as follows:

Energy Audit Program. The Bureau has continued the Energy Audit Program started two years ago, for public school and State-owned facilities. In the public school phase, the Bureau has completed approximately 500 out of approximately 800 public school buildings. Of the 500 ± schools audited, 1,436 projects have been approved and 236 have been completed. These 1,436 projects represent a projected annual savings of $1,654,535.00. (Based on fuel costs at the inception of the program).

In the State owned phase, the Bureau has contracted with private engineering firms for audits on the major complexes such as Augusta Mental Health Institute, Bangor Mental Health Institute, Pineland Center, Maine State Prison, Maine Youth Center, Governor Baxter School for the Deaf and the State Government Complex. In addition to those contracts nearly all previously uninsulated State-owned buildings have been insulated. Programs have started in vocational schools to train students to perform audits as an educational exercise which seems to be quite successful.

During the coming year auditors will be assigned to more State buildings as the public school audit program lessens.

Lease Space and Telecommunications. There have been 103 new or renegotiated leases entered into in the last fiscal year, accounting for 221,539 square feet of space (excluding garages) with a yearly dollar value of $899,956.22. Total lease expense for buildings and offices for fiscal year 1979 was $2,714,000.

There have been several formal lease proposal requests received which has resulted in new buildings being constructed to lease to the State in Augusta, Bangor, Caribou and Mexico and a major renovation of the Sears Block in Lewiston. Several other negotiations are pending.

Because of a moratorium on telephone changes and increased demand for usage, a marked increase in system renovations, expansions and for new system installations is being experienced. This necessitated a considerable number of modifications and 17 new telephone systems. Of these new systems, three are solid state electronics, and the balance are modern "Comkey" key system installations. Two tariff increases (one already in effect) continued to contribute to increased telephone costs statewide.

Planning & Construction. During the year the Bureau monitored construction of 13 major projects and a number of minor projects with a total cost of $7,800,000. The Construction Division also monitored the construction of 18 public schools at a cost of $34,000,000.

The Bureau was involved with the planning and review of 63 major State projects at a cost of $11,580,000. The Bureau was also involved with the planning of 43 public schools with an estimated value of $64,600,000. Furthermore, the Bureau has been involved in planning and space layout of the Harlow Building at Augusta Mental Health Institute for office space. The State now has major office space at Augusta Mental Health Institute and Stevens School in Hallowell.

State-Wide Maintenance and Repair Program. The Bureau was responsible for the management of a State-wide Repair Program of approximately $1.2 million.

Property Management Division. Some of the special projects completed this year by the Property Management Division include the relocating of the Blind Stand in the Statehouse; renovating the root cellar at AMHI for Surplus Property and assisting in completing the Cafeteria and Canteen renovations in the State Office Building.

The Central Delta Building Control System has been expanded further to include areas of Human Services Building.

Major renovations have been made to Data Processing area of Human Services, and work is progressing at the Harlow Building at AMHI to renovate that facility into office space to accommodate the Department of Conservation.

In an attempt to conserve energy, two new high efficiency boilers were installed at the State Office Building, and one at the Hallowell Annex. Furthermore, fourteen (14) windows in the Bureau of Central Computer Services (State Office Building) and twenty-four (24) in the Harlow Building were filled with insulation and paneled.

Through a contract with a private company the interior of the State House Dome was repainted and redecorated. The Division anticipates painting the exterior portion in the next year.

This division is continually increasing its custodial and maintenance responsibilities as additional buildings at the Stevens School Complex and AMHI are converted to use as office space.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC IMPROVEMENTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	1,117,044	94,632	32,346		—9,934	1,000,000
Bal Brt Fwd— Encumbered	369,381	330,422		2,288	36,671	
Interest/Investment/Rents	1,458				1,458	
Revenue From Federal Govt	161,000				161,000	
Sale of Securities	500,000					500,000
Legislative Approp/Alloc	4,868,180	4,565,758		302,422		
Adjustment of Balance Fwd	—27,454	—27,454	—29,426		29,426	
Transfers—Non-Federal $	—1,254,208	—1,272,834		18,626		
TOTAL RESOURCES	5,735,401	3,690,524	2,920	323,336	218,621	1,500,000
EXPENDITURES						
Salaries and Wages	1,807,867	1,628,636		176,598	370	2,263
State Share of Retirement	208,760	188,528		20,177		55
Prof Service, Not By State	146,740	129,919		534	15,087	1,200
Computer Service, By State	43	43				
Other Prof. Serv., By State	465	465				
Travel Expenses, In-State	14,595	14,595				
Travel Expense, Out-State	1,149	1,149				
Operation—State Vehicles	20,822	20,822				
Utilities	431,310	343,833		87,477		
Rents	4,473	4,473				
Repairs	625,196	406,191		10,426		208,579
Insurance	62,137	55,181		6,956		
General Operating Expense	29,347	29,040		122		185
Food	199	199				
Fuel	148,902	138,001		10,901		
Other Supplies	43,425	42,416		1,009		
Pensions	12,711	12,697		14		
Buildings & Improvements	192,048	113,070			22,581	56,397
Equipment Purchases	45,941	44,876		1,065		
Structures & Improvements	151,402				151,402	
Trans to Gen-Fund Sta-Cap	3,809				1,221	2,588
TOTAL EXPENDITURES	3,951,341	3,174,134		315,279	190,661	271,267

BUREAU OF PURCHASES

STUART SABEAN, STATE PURCHASING AGENT

Central Office: *Telephone:* 289-3521
Location: State Office Bldg., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 08; *Unit:* 123; *Unit Citation:* 5 M.R.S.A., Sect. 283

Average Count—All Positions: 67 *Permanent Legislative Count:* 81

Organizational Units:
Purchasing Division
Reprographics Division
Surplus Division—State and Federal
Materials Testing
Review Committee for Contractual Services
Central Mail Service
Central Warehouse
Central Photo Laboratory
Standardization Committee
Blind Made Products Committee

PURPOSE: The Bureau of Purchases was established to manage a procurement program that will result in obtaining the maximum projected value for each dollar of expenditure in an open competitive manner assuring fairness and integrity. The Bureau is authorized to purchase all services, supplies, materials and equipment required by the State government or by any department or agency thereof; to adopt and enforce specifications applying to services, supplies, materials and equipment purchased for the use of the State government; to purchase or contract for all postal service required for the use of the State government; to establish and conduct a central duplicating service available to all State departments and agencies and to charge for the use of such facilities and supplies; to establish and operate, with the approval of the Commissioner of Finance and Administration, storerooms as necessary for the storage and distribution of supplies, materials and equipment for governmental use; to transfer to or between State departments and agencies, or sell supplies, materials and equipment which are surplus, obsolete or unused; to establish and conduct a central mailing room for State departments and agencies; and to permit any political subdivision or School Administrative District in the State to make purchases of materials, equipment and supplies through the Bureau, subject to procedures, rules and regulations prescribed by the State Purchasing Agent.

A Blind-Made Products Committee was established to determine the price of all products which meet specifications prescribed by the State Purchasing Agent which are manufactured by Maine institutions for the blind and offered for sale to the State or any political subdivision.

ORGANIZATION: The Bureau of Purchases was created in 1931 as an organizational unit of the newly-established Department of Finance (renamed Department of Finance and Administration in 1953) under the administrative direction of the State Purchasing Agent who is appointed by the Commissioner of Finance and Administration. Within the Bureau are the divisions of Postal Service, Warehousing, Central Duplicating and Central Photography services. In 1977 the Department of Finance and Administration through the Bureau of Purchases was designated as the State agency to receive and distribute federal surplus property.

PROGRAM: The objective of the Bureau of Purchases is to procure collectively all services, supplies, materials and equipment for the State in a manner that will best secure the greatest possible economy. Functions of the Bureau include operation of stationery stores and central warehousing; central photography lab; central duplicating (photocopy equipment); Reprographics (central printing); State mail service; and both State and Federal surplus programs.

The Bureau's major aim is to have its equipment modernized to the extent of giving faster and more reliable service in all areas. A long-range goal is to have most of the Bureau's functions tied in with Central Computer Services for easy access of data. This includes inventory control from warehouses as well as monetary figures being available quickly on request.

PUBLICATIONS:

How to Sell to the State of Maine (Free)
The Maine State Government Annual Report (Price to be established by actual cost)
Departmental Telephone Directory (Price to be established by actual cost)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PURCHASES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	1,827	75				1,752
Interest/Investment/Rents	19,781					19,781
Fees Charged For Services	144,596					144,596
Legislative Approp/Alloc	292,114	292,114				
Transfers—Non-Federal $	13,288	13,288				
Transfers—Federal $	15,000				15,000	
TOTAL RESOURCES	486,606	305,477			15,000	166,129
EXPENDITURES						
Salaries and Wages	726,533	237,455			3,463	485,615
State Share of Retirement	84,355	27,784			400	56,171
Prof Service, Not By State	13,861	1,590			227	12,044
Computer Service, By State	13,018					13,018
Other Prof. Serv., By State	133					133
Travel Expenses, In-State	5,194	788			23	4,383
Travel Expense, Out-State	6,388	712			59	5,617
Operation—State Vehicles	19,595					19,595
Utilities	23,550	9,312				14,238
Rents	83,606	200				83,406
Repairs	34,131	450				33,681
Insurance	25,732	6,544			96	19,092
General Operating Expense	21,158	13,412			2	7,744
Food	21					21
Fuel	874					874
Other Supplies	47,516	5,852			14	41,650
Depreciation	19,976					19,976
Pensions	398					398
Equipment Purchases	975	975				
Chgs to Asset/Liab Accts	3,394,323					3,394,323
Transfer to General Fund	10,376					10,376
Trans to Gen-Fund Sta-Cap	44,952				322	44,630
TOTAL EXPENDITURES	4,576,665	305,074			4,606	4,266,985

REVIEW COMMITTEE FOR CONTRACTUAL SERVICES

STUART SABEAN, CHAIRMAN
CARL T. SILSBY, Contract Administrator

Central Office: *Telephone:* 289-3521
Location: State Office Bldg., Augusta *Floor:* 2
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1969 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 08; *Unit:* 123A; *Unit Citation:* 1973 Exec. Order 20

Average Count—All Positions: 1 *Permanent Legislative Count:* 0

PURPOSE: The Review Committee for Contractual Services was established to ensure that contracts for special services awarded by agencies of the State Government are necessary to carry out the duties and responsibilities of government and that fair and equitable treatment is afforded to all. The Committee is authorized to examine all such contracts for justification of need and for compliance with State contractual and financial procedures, and before granting approval, may require the presentation of evidence and such modifications of form and procedure as it deems relevant.

ORGANIZATION: The Review Committee for Contractual Services, originated in December, 1969, through an Executive Order of the Governor which established the three-member Review Committee within the Department of Finance and Administration composed of the State Controller, State Budget Officer and the State Purchasing Agent. A second Executive Order, issued in November, 1973, established the Committee under its present name and expanded its membership to include the Director of Central Computer Services as chairman. In late 1975, the State Purchasing Agent was named permanent chairman by consent of the Committee and the Commissioner of Finance and Administration, and in May, 1976, a contract administrator was appointed to operate within the Bureau of Purchases under the Committee chairman. In September of that year, again by mutual consent, ex-officio membership of the Committee was changed to replace the Director of Central Computer Services with the State Director of Public Improvements.

PROGRAM: The Contract Review Committee functions in accordance with regulations promulgated by the Department of Finance and Administration and incorporated in Section 48 of the *Manual of Financial Procedures*. These regulations establish procedures for issuing Requests for Proposals (RFP's) on the provision of special services to government agencies and for the award of contracts and their amendments, all such operations being subject to Committee review and approval.

During the past year, the Committee acted upon approximately 682 contracts and contract amendments involving a total expenditure of nearly $10.2 million in State and federal funds, for the purchase of an array of administrative, professional and technical services and resources not otherwise available within the State Government. This activity was conducted through numerous work sessions and meetings with agency representatives as well as independent review by individual Committee members.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: This unit is not authorized to receive or expend funds.

STANDARDIZATION COMMITTEE

STUART SABEAN, RECORDING SECRETARY

Central Office: *Telephone:* 289-3521
Location: State Office Bldg., Augusta *Floor:* 2
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 08; *Unit:* 135; *Unit Citation:* 5 M.R.S.A., Sect. 1814

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Standardization Committee was established to advise the State Purchasing Agent and the Commissioner of Finance and Administration in the formulation, adoption and modification of the rules and regulations which prescribe the purchasing policy of the State, and to assist the State Purchasing Agent in the formulation, adoption and modification of specifications deemed necessary for the procurement of services, supplies, materials and equipment required for use by the State.

ORGANIZATION: The Standardization Committee was established in 1931 in conjunction with the Bureau of Purchases and consists of the Governor or his representative, the State Purchasing Agent, and four public members representative of industry, commerce and political sub-divisions of Maine, and such State department or agency heads or their representatives as may be designated by the Governor to serve at his pleasure (there are currently two). The State Purchasing Agent is an ex officio nonvoting member. The Committee must meet at least semi-annually.

PROGRAM: The long-range plans of the Committee are to assist in the formulation and modification of the Bureau of Purchases' procedural manual and to continue the development of an acceptable brands list of office supplies and establish more standardized State specifications. In addition, the committee reviews and evaluates contracts awarded to other than the lowest bidder.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: 5 MRSA Sect 1814 provides that expenditures of this unit, which amounted to approximately $250 in FY 79, shall be borne by the Bureau of Purchases and are, therefore, included in its financial display.

BUREAU OF TAXATION

RAYMOND L. HALPERIN, STATE TAX ASSESSOR

Incoming Watts: 1-800-452-1924
Central Office: *Telephone:* 289-2076
Location: State Office Bldg., Augusta *Floor:* 5
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 08; *Unit:* 125; *Unit Citation:* 5 M.R.S.A., Sect. 283

Average Count—All Positions: 200 *Permanent Legislative Count:* 216

Organizational Units:
Property Tax Division
State Tax Division
Audit Division
Operations Division

PURPOSE: The Bureau of Taxation was established to collect revenues necessary to support Maine State government through the assessment of taxes as required by law, and to improve the application of tax laws in Maine at both the State and local levels. The Bureau, through the State Tax Assessor, is authorized to assess and collect the following State taxes: Sales and Use Tax, Individual and Corporate Income Taxes, Motor Fuel Taxes, Inheritance and Estate Taxes, Insurance Taxes, Special Industry Taxes, and Property Taxes in Unorganized Territory. In addition, the Bureau administers the Elderly Householders Tax and Rent Refund Act of 1971, exercises general supervision of local assessing officials, administers the assessment and collection of the Spruce Budworm Suppression Fund Excise Tax, and administers the Real Estate Transfer Tax, and determines eligibility for the Elderly Low-Cost Drug program.

ORGANIZATION: The Bureau of Taxation originated in 1891 with the creation of a three-member Board of State Assessors to equalize and apportion State taxes among the several towns and unorganized townships in the State and to assess all taxes upon corporate franchises. In 1931, the Board was replaced by the Bureau of Taxation within the newly-established Department of Finance (renamed Department of Finance and Administration in 1953), under the administrative direction of the State Tax Assessor who was appointed by the Commissioner of Finance with the approval of the Governor. In addition to the duties of the Board, the new Bureau assumed responsibility for administration of the Gasoline Tax which was transferred from the State Auditor. At the same time, a Board of Equalization was established, chaired by the State Tax Assessor, to equalize State and county taxes among the towns and unorganized territories of the State.

Duties of this Board were assigned to the State Tax Assessor when it was replaced in 1969 by the Municipal Valuation Appeals Board. The Bureau assumed administration of the Cigarette Tax in 1941, Inheritance and Estate Taxes in 1947, Sales and Use Taxes in 1951 and Individual and Corporate Income Taxes in 1969. Administration of the Elderly Householders Tax and Rent and Refund Act of 1971 was assumed by the Bureau in 1972. Also, in 1972, appointment of the State Tax Assessor was changed to include approval by both the Governor and the Council. Currently, the Commissioner of Finance and Administration appoints the State Tax Assessor subject to confirmation by the Governor. Effective July 1, 1974, all property tax functions were transferred to the new Bureau of Property Taxation, formerly a division of the Bureau of Taxation, and effective July 1, 1975 all property tax functions were returned to the Bureau of Taxation and the Bureau of Property Taxation was abolished. Early in 1976 the Bureau implemented a reorganization plan which provided for a Property Tax Division, State Tax Division, Operations Division, and Audit Division.

PROGRAM: The activities of the Bureau are chronicled through its various divisions.

Property Tax Division. In the unorganized territory during FY 79, the Property Tax Division completed a revaluation of all townships including inspection, appraisal and update of all property record accounts. A revision of acreage values throughout the unorganized territory was accomplished. There is an ongoing revision of all property tax maps including identification of parcels, ownership changes and property splits. Furthermore, the Division maintained approximately 20,000 property record accounts including new valuation update, tax map changes, tax billings, tax lien procedures and Spruce Budworm Tax assessment on 8,000,000 acres. The computerized property tax records were continuously updated throughout the tax year.

With regard to the organized municipalities, the Division completed field studies of the 497 cities, towns and plantations for the 1979 State Valuation program using the computerized sales ratio program developed in 1976. Additionally, field staff performed approximately 2,000 residential appraisals for supplementing the sales ratio data information bank and performed 36 appraisals of large industrial complexes throughout the state. Individual appraisals were reviewed and updated on 60 utility-owned generating facilities. The appraisal pricing schedule for electric transmission and distribution systems was updated. The property classification system was improved.

A property appraisal manual for use in Maine was developed by the Boeckh Company. The municipal statistics program was upgraded continuously. The five basic courses in property assessment techniques/appraisal were revised and 20 courses were presented throughout the state in 10 locations with total attendance of 385 students. The assessor's school was conducted at Bowdoin College for Maine assessors. Two hundred and thirty-one Maine assessors enrolled in the five basic courses and review course. Certification examinations were prepared and given to 141 applicants. The Division also provided assistance to municipal assessors in setting tax rates, making commitments, interpreting Property Tax Law and appraisal techniques. Assistance was provided to municipal tax collectors regarding their duties as well as the Motor Vehicle Excise Tax Law. Visitations were made throughout the state to appraise/advise assessors and tax collectors of changes in property tax laws and assessment administration.

The Property Tax Division vigorously emphasized compliance of the minimum assessment standards during 1978/1979 pursuant to Title 36 MRSA, section 327.

Division revenues for the fiscal year are as follows:

Property Tax Division

	1978-1979
Unorganized Territory	
Real Estate Tax	$ 6,200,817
Personal Property Tax	69,255
Spruce Budworm Tax	5,342,608
Interest on Tax	12,517
Total	$11,625,197
Organized Municipalities	
Spruce Budworm Tax	$ 447,650
Real Estate Transfer Tax	890,291

State Tax Division. The Division has four sections as follows:

Sales Tax Section. Net assessment for the sales tax, rental tax, use tax, interest and penalties for the Fiscal Year ending June 30, 1979 was $197,994,397. Collections of the 5% use tax on casual sales of motor vehicles and out-of-state purchases of motor vehicles were approximately $4,809,000 for the Fiscal Year ending June 30, 1979.

The 109th Legislature enacted legislation requiring out-of-state sellers of tangible personal property who maintain a continuing presence of non-soliciting employees within the State or who make regular or frequent deliveries in this State by means of its own employees or agents to register and account for sales or use tax in those transactions.

Exemptions were also enacted, exempting meals purchased for the elderly meals program and truck bodies and trailers manufactured in Maine and purchased by a nonresident to be removed from the State upon delivery by the seller.

Inheritance Tax Section. Revenue for the Fiscal Year ending June 30, 1979 totaled $10,574,184. The 109th Legislature enacted legislation which permits an artists' estate to pay death taxes in the form of works of art.

Income Tax Section: Net assessments for corporate income tax for the Fiscal Year ending June 30, 1979 was $41,709,100. Net assessments for the individual income tax for same period was $112,564,261.

"The Homestead Tax Relief Act of 1978" enacted by the Second Special Session of the 108th Legislature, which provided for a one-time $64 refund to owners of homesteads and $32 refund to renters, was administered in conjunction with the individual income tax program. The Third Special Session of the 108th Legislature enacted legislation providing a job and investment income tax credit to qualifying businesses effective for the tax years beginning on or after January 1, 1979. The 109th Legislature enacted legislation providing a State income tax credit for installation of certain renewable energy systems.

Excise Tax Section: Total net assessments for the Fiscal Year ending June 30, 1979 were: Gasoline, Use Fuel and Motor Carrier Taxes—$55,699,431, Business, Special Industry and Cigarette Taxes—$52,769,709 and Aeronautical Gas Tax—$874,538.

Chapter 392 enacted into law on June 8, 1979 under an emergency preamble increased the blueberry tax from 3 mills to 5 mills per pound. Chapter 452 enacted by the 109th Legislature changes the milk tax from 5¢ per hundred weight to .8 of 1% of the average Class I price per hundred weight for 3.5% butterfat content milk. This change is contingent upon approval by the Maine milk producers.

Elderly Householders Tax and Rent Refund Activities. The Elderly Householders Tax and Rent Refund Program was amended by the 109th Legislature to be effective January 1, 1980 and would include disabled individuals 55 to 62, not married and due to disability, receiving Federal disability payments who would otherwise qualify for the program.

Chapter 718 of the Second Regular Session of the 108th Legislature gave the State Tax Assessor responsibility of issuing identification certificates to eligible applicants of the Elderly Low Cost Drug Program. These certificates were issued in conjunction with the Elderly Householders Tax and Rent Refund Program and resulted in 20,333 elderly low cost drug cards being issued and mailed for the year ending June 30, 1979.

Year Ending June 30:	1977	1978	1979
Number of Applications Filed	22,326	22,441	26,810
Number of Applications Approved	19,299	20,813	24,711
Total Refunds	$3,759,492	$4,349,862	$5,870,373
Average Refund	$ 194.80	$ 209.00	$ 237.56

Audit Division. The Audit Division coordinates and performs field audits for sales, income and motor fuel taxes. The division also includes delinquent account activities in order to provide greater efficiency of operation.

The Audit Division is developing work training programs to supplement examiners on-the-job training in becoming multi-faceted examiners. This will be an on-going program. The delinquent section of the division is revamping its telephone procedures in connection with delinquent returns and collections to increase efficiency.

Audit statistics for fiscal year ending June 30, 1979:

Net Revenue:

Sales Tax		$1,573,279.00
Income Tax		3,436,925.00
Excise Tax		56,620.00
Inheritance Tax		3,041.00
	TOTAL	$5,069,865.00
In-State		$1,829,035.00
Out-of-State		3,240,830.00
	TOTAL	$5,069,865.00

Operations Division. The Operations Division is principally responsible for the processing of mail, revenue accounting, computer services and certain staff functions. The Federal Enforcement Unit, which was established in the spring of 1978, has implemented a computerized system for billing taxpayers who have not reported the results of federal individual income tax audits to the State.

Federal Enforcement Unit Statistics
For the Year Ending June 30, 1979

Number of assessments based on federal audits	2,895
Dollars of assessments based on federal audits	$310,164

The demands on the mail and computer operation were greater than ever with more than ¼ million tax returns being processed. This resulted in tax revenue in excess of $470,000,000.

LICENSES, PERMITS, ETC.:

Blueberry: Annual license—Processor and/or Shipper.
Dairy and Nutrition Council Tax: Permanent Certificate—Dealer.
Milk Tax: Permanent Certificate—Shipper.
Potato Tax: Permanent Certificate—Shipper.
Sardine Tax: Permanent Certificate—Packer.
Use Fuel:
    Use Fuel Tax License—Permanent.
    Use Fuel Dealers License—Permanent.
Gasoline:
    Distributors Certificate—Permanent.
    Exporters Certificate—Permanent.
    Importers Certificate—Permanent.
Lubrication Oils: Distributors Certificate—Permanent.
Cigarettes:
    Dealers Permanent Cigarette License.
    Distributors Annual Cigarette License.
    Wholesale Dealers Annual Cigarette License.
    Nonresident Distributors Annual Cigarette Licenses.
    Permanent Vending Machine License.
Sales and Use Tax Registration.
Certified Maine Assessor Certificate
Certified Assessment Technician Certificate

PUBLICATIONS:

Bulletins and pamphlets which describe the various tax laws and how to file them correctly are available free of charge.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF TAXATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	5,862,348		5,862,348			
Bal Brt Fwd— Encumbered	13,208	13,208				
Licenses/Permits/Fees/Tax	695,188		695,188			
Legislative Approp/Alloc	31,160,241	31,160,241				
Adjustment of Balance Fwd	—82	—82				
Transfers—Non-Federal $	145,077	145,077				
TOTAL RESOURCES	37,875,980	31,318,444	6,557,536			
EXPENDITURES						
Salaries and Wages	2,399,027	2,399,027				
State Share of Retirement	279,200	279,200				
Prof Service, Not By State	61,367	61,367				
Computer Service, By State	351,440	351,440				
Other Prof. Serv., By State	26,510	26,510				
Travel Expenses, In-State	147,948	147,948				
Travel Expense, Out-State	55,775	55,775				
Utilities	63,580	63,580				
Rents	18,223	18,223				
Repairs	8,454	8,454				
Insurance	70,808	70,808				
General Operating Expense	345,203	345,203				
Food	12	12				
Other Supplies	218,446	218,446				
Grants to Local Govts	1,732,188	1,576,300	155,888			
Public Assistance Grants	5,864,288	5,864,288				
Misc. Grants to Individual	17,928,398	17,928,398				
Pensions	1,946	1,946				
Equipment Purchases	15,831	15,831				
TOTAL EXPENDITURES	29,588,644	29,432,756	155,888			

BUREAU OF CENTRAL COMPUTER SERVICES

ARTHUR W. HENRY, JR., DIRECTOR

Central Office: *Telephone:* 289-3631
Location: State Office Bldg., Augusta *Floor:* 3
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1971 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 08; *Unit:* 129; *Unit Citation:* 5 M.R.S.A., Sect. 283

Average Count—All Positions: 63 *Permanent Legislative Count:* 71

Organizational Units:
Division of Computer Operations
Division of Systems and Programming
Division of Systems Software Support

PURPOSE: Central Computer Services was established to develop, operate, and maintain data processing systems that effectively meet the needs of program managers and contribute to attainment of user agency objectives. Central Computer Services is authorized to establish, maintain and operate a data processing service bureau for State government agencies. Central Computer Services establishes standards for computer operations and has also been assigned responsibility for monitoring the purchase and rental of data processing equipment by all State agencies.

Central Computer Services also has the responsibility to report on all data processing plans and activities. The first report of this nature was prepared during FY 77.

ORGANIZATION: Legislation enacted by the 107th Legislature during the 1975 regular session estabished the Central Computer Services as a Bureau of the Department of Finance and Administration, effective October 1, 1975. This legislation significantly increases the powers and duties of Central Computer Services and creates a Computer Services Advisory Board to assist and advise the Bureau in meeting its responsibilities. Prior to October, 1975 Central Computer Services had been an administrative unit of the Department of Finance and Administration since April, 1971. The responsibilities of the agency were previously handled by the Bureau of Accounts and Control, with initial management of the agency under contract to a consulting firm. In July, 1971 a director and deputy director were hired as State employees and the agency was reorganized into operational divisions. Central Computer Services is an intra-governmental service fund account and receives no direct appropriation from the General Fund.

PROGRAM: Computer Operations, System Software Support and Systems & Programming are the three major functional areas within Central Computer Services.

Systems Software Support. This group is responsible for generation and maintenance of IBM and Honeywell operating system software. Additionally, the group offers highly technical support to the user community. The System Software Support Group was organizationally moved from Computer Operations to Administrations during the past year, and was given additional responsibilities in planning. The move has resulted in more attention being given to capacity planning and purely systems software problems.

Computer Operations. The primary objective of Computer Operations continues to be providing responsive and efficient service to those agencies needing computer, media library, data entry, auxiliary or clerical data processing services. During the past year increased demands for services have resulted in the upgrading of the IBM System CPU, the addition of 256 kilowords of memory to the Honeywell systems, and the addition of both tape devices and disk storage to both systems. The addition of a hardware (equipment) monitor, which has been attached to both the Honeywell and IBM Systems, will allow CCS to better analyze the usage and the methods of operation. In addition, the hardware monitor can be used for system software tuning and for any future hardware or software benchmarks. The Data Entry function of Computer Operations is now in the process of upgrading its equipment to better handle requests for services from other agencies.

Systems and Programming. This unit provides systems analysis and computer programming services for State Agencies on a request basis. Originally, Systems and Programming served primarily agencies without data processing staffs. Now several larger agencies, such as Human Services and Manpower Affairs, are utilizing these services to supplement in-house efforts. Following is a list of systems which required the bulk of systems and programming efforts over the past year:

User	**System**
Business Regulation	Centralized Licensing
Inland Fisheries & Wildlife	Combined Watercraft/Snowmobile Licensing
Manpower Affairs	Employment Security Conversion
Mental Health & Corrections	Corrections Management Information Systems
Office of State Employee Relations	Collective Bargaining Costings
Personnel	Implementation of Pay Increases
Retirement	Contributions
Vocational Education	Student Information
Vocational Rehabilitation	Client and Management Information System

Maintenance activities have risen proportionately to the number of systems developed. Among these are Lottery, Budget, Personnel, Vocational Education, Public Safety, Superior Courts and Mental Health. Additionally, projects for Human Services' (Medicaid Management Information System, and Safe Drinking Water Management Information Systems) and Manpower Affairs' (Unemployment Insurance) were started this past year.

Major effort was expended to realize productivity gains in the unit using both in-house video assisted learning techniques and outside training staff skills have been upgraded. Internal project management and systems and programming standards are now being developed to capitalize on the training efforts.

Administration. The agency continued to perform its responsibility to review and make recommendations on all requests for data processing positions and data processing equipment.

The Data Processing Training Program was implemented with success. Many employees are receiving the benefits of advanced training at a reasonable cost. Another area of cost benefit was in our upgrade from an IBM 370/138 to an IBM 370/148 which was negotiated at considerable savings with the University of Maine.

Assistance was also given to Human Services on their Medicaid Management Information System, working with them as well as the Federal Health Education and Welfare Agency.

Studies have been done on the need for a Page Printing System, which will produce reports in an 8½ x 11 format at a very high rate of speed. Investigations are continuing as well into the State's needs for Computer Output Microfilm equipment.

Additional office space on the Fourth Floor of the State Office Building, was used for the Systems and Programming staff and the D.P. Training area. Vacated space on the Third Floor was used for tape library and support area expansions.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CENTRAL COMPUTER SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	44,664					44,664
Interest/Investment/Rents	33,129					33,129
Fees Charged For Services	3,620,033					3,620,033
Receipts From Other Funds	62,907					62,907
TOTAL RESOURCES	3,760,733					3,760,733
EXPENDITURES						
Salaries and Wages	716,564					716,564
State Share of Retirement	83,698					83,698
Prof Service, Not By State	183,836					183,836
Travel Expenses, In-State	1,448					1,448
Travel Expense, Out-State	3,151					3,151
Utilities	21,331					21,331
Rents	428,671					428,671
Repairs	492,757					492,757
Insurance	25,561					25,561
General Operating Expense	25,083					25,083
Other Supplies	212,472					212,472
Depreciation	1,127,853					1,127,853
Debt Retirement, Interest	170,558					170,558
Transfer to General Fund	12,787					12,787
Trans to Gen-Fund Sta-Cap	71,096					71,096
TOTAL EXPENDITURES	3,576,866					3,576,866

BUREAU OF ALCOHOLIC BEVERAGES

GUY A. MARCOTTE, DIRECTOR
FRANK H. ROBIE, Administrative Assistant

Central Office: *Telephone:* 289-3721
Location: 10 Water St., Hallowell *Floor:* 1
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1933 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 08; *Unit:* 130; *Unit Citation:* 5 M.R.S.A., Sect. 283

Average Count—All Positions: 251 *Permanent Legislative Count:* 275

PURPOSE: The Bureau of Alcoholic Beverages was established to provide the most satisfactory public service for the complete distribution and sale of liquors, wines and malt beverages. The Bureau is authorized to serve, through its Director, as the chief administrative officer of the State Liquor Commission, having general charge of the office and records, employing personnel and making expenditures as necessary; and to conduct, under the supervision of the Commission, all phases of the merchandising of liquor through State stores.

ORGANIZATION: The State's regulation of liquor originated in 1862 with the establishment of a Commissioner to Regulate Sale of Intoxicating Liquors to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1905, a Liquor Enforcement Commission was established to enforce the law against the manufacture and sale of intoxicating liquors. Both of these agencies were abolished in 1911. A State Liquor Licensing Board was created in 1933, consisting of three members appointed by the Governor with the advice and consent of the Council, for terms of three years, the chairman designated by the Governor. The Board was renamed the State Liquor Commission in legislation effective in 1934, which outlined responsibilities in the State control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages.

In 1953, a Business Administrator for the Commission was authorized, and in 1963, the Commission's chairman was named Chief Administrative officer, to have general charge of the office and records. In State Government reorganization legislation of 1972, the position of Business Administrator was abolished and the Bureau of Alcoholic Beverages was created as a unit of the Department of Finance and Administration, under a State Director who, although not a member of the Commission, assumed the role of chief administrative officer. Also in this reorganization, the Commission's liquor enforcement functions, assigned to its Enforcement Division were transferred to the newly-created Department of Public Safety.

PROGRAM: The Bureau of Alcoholic Beverages program of converting existing conventional stores to a self-service type of operation was continued and one more store was converted during FY 78. The Bureau now operates thirty self-service outlets and the program will be continued within available funds and at suitable locations.

The 107th Legislature enacted a measure which permits the Bureau to establish agency stores. This makes it possible to have liquor sold by agents who now operate other retail stores in smaller towns where there is no state store. In some instances state stores now in smaller towns may be closed and agency stores established which would result in savings of operating costs for the state. During FY 79 six more agencies were established making the total fifty-two and more are currently under consideration.

LICENSES, PERMITS, ETC.:

License:
- Class I. Spirituous, Vinous and Malt Beverages
- Class II. Spirituous Only
- Class III. Vinous Only
- Class IV. Malt Beverages Only
- Class VI. Club, Without Catering Privileges—Spirituous, Vinous & Malt Beverages

Permit:
- Certificate of Approval for Wine, Beer
- Alcohol
- Catering
- Identification Card

PUBLICATIONS: Rules and regulations supplementing the new law are available.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ALCOHOLIC BEVERAGES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	3,103					3,103
Legislative Approp/Alloc	4,058,237					4,058,237
TOTAL RESOURCES	4,061,340					4,061,340
EXPENDITURES						
Salaries and Wages	2,562,233					2,562,233
State Share of Retirement	293,741					293,741
Prof Service, Not By State	23,300					23,300
Computer Service, By State	20,388					20,388
Other Prof Serv, By State	5,189					5,189
Travel Expenses, In-State	7,230					7,230
Travel Expense, Out-State	3					3
Operation—State Vehicles	16,881					16,881
Utilities	321,084					321,084
Rents	288,111					288,111
Repairs	42,397					42,397
Insurance	91,526					91,526
General Operating Expense	66,270					66,270
Fuel	42,759					42,759
Other Supplies	86,297					86,297
Depreciation	67,182					67,182
Misc. Grants to Individual	1,105					1,105
Pensions	13,305					13,305
Transfer to General Fund	92,214					92,214
Loans to Gen-Fund Sta-Cap	−20,803					−20,803
TOTAL EXPENDITURES	4,020,412					4,020,412

STATE LIQUOR COMMISSION

AURELE J. BOSSE, CHAIRMAN

FRANK H. ROBIE, Administrative Assistant

Central Office: *Telephone:* 289-3721
Location: 10 Water St., Hallowell *Floor:* 1
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1934 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 08; *Unit:* 132; *Unit Citation:* 28 M.R.S.A., Sect. 51

Average Count—All Positions: 3 *Permanent Legislative Count:* 3 (per Diem)

PURPOSE: The Commission has the following powers and duties: general supervision of manufacturing importing, storing, transporting and sale of all liquors and to make such rules and regulations as they deem necessary for such purpose and to make rules and regulations for the administration, clarification, carrying out, enforcing, and preventing violation of all laws pertaining to liquor, which rules and regulations have the force and effect of law, unless and until set aside by some court of competent jurisdiction or revoked by the Commission; control and supervision of the purchase, importation, transportation and sale of alcohol for industrial use, or for laboratories in schools, colleges, and state institutions or to hospitals for medical use therein or to licensed pnarmacists for use in compounding prescriptions and to any physician, surgeon, osteopath, chiropractor, optometrist, dentist or veterinarian for medicinal use only; authority to buy and have in their possesion wine and spirits for sale to the public. Such purchases are made by the Commission directly and not through the State Purchasing Agent. The Commission must in their purchases of liquor, give priority, wherever feasible, to those products manufactured or bottled in this state; to issue and renew all licenses provided for by the law; to assign to the Director of the Bureau of Alcoholic Beverages, under its supervision, all powers and duties relating to all phases of the merchandising of liquor through state stores.

ORGANIZATION: The State's regulation of liquor originated in 1862 with the establishment of a Commissioner to Regulate Sale of Intoxicating Liquors to have control of liquors kept and sold for medicinal and manufacturing purposes. In 1905, a Liquor Enforcement Commission was established to enforce the law against the manufacture and sale of intoxicating liquors. Both of these agencies were abolished in 1911. A State Liquor Licensing Board was created in 1933, consisting of three members appointed by the Governor with the advice and consent of the Council, for terms of three years, the chairman designated by the Governor. The Board was renamed State Liquor Commission in legislation effective in 1934 which outlined responsibilities in the State control of liquor still basic to the Commission in conjunction with the present Bureau of Alcoholic Beverages. In 1953, a Business Administrator for the Commission was authorized, and in 1963, the Commission's chairman was named Chief Administrative Officer, to have general charge of the office and records. In State government reorganization legislation of 1972, the position of Business Administrator was abolished and the Bureau of Alcoholic Beverages was created as a unit of the Department of Finance and Administration, under a State Director who, although not a member of the Commission, assumed the role of chief administrative officer. Also in this reorganization, the Commission's liquor enforcement function, assigned to its informal Enforcement Division was transferred to the newly-created Department of Public Safety. As of 1977 the members of the Commission are appointed by the Governor, subject to confirmation by the Legislature.

PROGRAM: The State Liquor Commission conducted the legally required public hearings at four different geographical locations throughout the State for the purpose of outlining operations under the liquor laws, receiving suggestions thereto and disseminating information to the public. It also authorized the establishment of agency liquor stores in municipalities having no state store, and examined some locations. Furthermore, the Commission conducted appeal hearings for license applicants who were originally not approved by town officials. The Commision also conducted hearings for liquor vendors desiring to have new items listed by the Commission, and informed vendors of items to be delisted after reasonable notice, due to poor public acceptance.

LICENSES, PERMITS, ETC.: See those listed with the Bureau of Alcoholic Beverages.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit are, by administrative decision, included with those of Maine Bureau of Alcoholic Beverages.

MAINE INSURANCE ADVISORY BOARD

HARRIMAN W. McKOWEN, EXECUTIVE SECRETARY

Central Office: *Telephone:* 289-2341
Location: State Office Bldg., Augusta *Floor:* 3
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1965 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 08; *Unit:* 133; *Unit Citation:* 5 M.R.S.A., Sect. 1725

Average Count—All Positions: 3 *Permanent Legislative Count:* 3

PURPOSE: The Maine Insurance Advisory Board was established to provide insurance advice to the State government and administer all State insurance and self-insurance plans and programs. The Board reviews annually the entire subject of insurance as it applies to all State property and activities; develops and maintains accurate records of all buildings and contents, State-owned vehicles, aircraft, ocean marine requirements and other pertinent information to properly apply insurance coverages; recommends to the Governor such insurance protection as deemed necessary or desirable for the protection of all State property; recommends a limit of self-insurance on State-owned buildings, contents, furniture and fixtures, consistent with adequate capitalization and administration of the Self-Insurance Fund; and provides insurance coverages for unusual or unique situations and conditions, as deemed necessary.

ORGANIZATION: The Maine Insurance Advisory Board was created in 1965 and became operational July 1, 1966, as a result of the recommendations of a fifteen member committee established by the Governor and Council to make comprehensive study of the State's methods and procedures in acquiring and administering insurance plans and programs necessary to professionally and economically process the State's insurance requirements. The Board was placed within the Department of Finance and Administration in 1971.

The Board consists of five members appointed by the Governor for terms of five years, including two members familiar with risk management selected from the public and three members selected from representatives of the insurance industry. The Board annually elects a chairman from its membership and employs an executive secretary for administrative purposes.

A continuing reserve fund, created to indemnify the State for self-insured retention losses and related loss adjustment expenses, as recommended by the Board and approved by the Governor, is administered by the Commissioner of Finance and Administration.

PROGRAM: The following is a brief description of premiums, losses and pertinent information relative to the major lines of insurance administered by the Maine Insurance Advisory Board.

STATE PROPERTY INSURANCE

Company: National Union Insurance Company
Agency: Bradish-Young, Inc.
Term: 7/1/78 - 7/1/79
Insured Amount: $603,045,800
Annual Premium: $136,764
Self-Retention: $500,000
Claims Paid & Incurred: $78,568

Insurable values due to inflation and new construction increased by $57,615,100.

AUTOMOBILE FLEET LIABILITY INSURANCE

Company: United States Fidelity & Guaranty Company
Agency: The Dunlap Agency
Term: 9/8/78 - 9/8/79
Limits: $300,000 per occurrence
Premium: $324,823
Number of Units: 4,346
Claims Reported as of 7-1-79: 414
Claims Paid & Incurred as of 7-1-79: $235,412

STATE AIRCRAFT FLEET INSURANCE

Company: Insurance Company of North America
Agency: Turner Barker & Co., Inc.
Term: 8/6/78 - 8/6/79
Limits: Various — Hull & Liability
Premium: $17,912
Number of Aircraft: 19 Fixed Wing, 6 Rotorcraft = 25 Total
Claims: 1—$1,028.

The exceptional quality of the State pilots and the excellent maintenance programs are illustrated in this exhibit.

COMPREHENSIVE BLANKET BOND

Company: Hartford Accident & Indemnity Co.
Agency: Dunlop Agency
Term: 7/9/78 - 7/9/79
Coverage: Employee fidelity, money and securities
Number of Employees: 17,249
Premium: $50,772
Losses Paid & Incurred: None

RESERVE FOR SELF-INCURRED LOSSES

Balance of Fund July 1, 1977:	$2,874,183
Premiums Deposited:	108,677
Investment Income:	257,331
Claims Paid & Incurred:	—173,514
Balance June 30, 1978:	$3,052,299

In FY 79 the facilities of the Self-Insurance Fund will be expanded to assume greater proportions of risk retention. It is further anticipated the fund will significantly participate in any public liability insurance program.

Each of the foregoing lines of insurance are placed by competitive bid. Bid specifications are prepared by the Board and advertised, opened and awarded in accordance with statutory requirements.

In addition to the foregoing "major" insurance programs, Ocean Marine Insurance is acquired for Department of Transportation, Bureau of Waterways; Department of Marine Resources; University of Maine; and Department of Educational and Cultural Services, and vocational technical schools. Workmen's Compensation insurance is also purchased when required to comply with the provisions of federally-funded programs.

Maine became the first State in the United States to have a flood insurance plan, filed in accordance with the Flood Disaster Protection Act of 1973 and approved by the Federal Insurance Administration, Department of Housing and Urban Development.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE INSURANCE ADVISORY BOARD	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
RESOURCES						
Bal Brt Fwd—Unencumbered	86,000	60,000				26,000
Bal Brt Fwd— Encumbered	86	86				
Interest/Investment/Rents	286,213					286,213
Fees Charged For Services	113,285					113,285
Receipts From Other Funds	90					90
Legislative Approp/Alloc	206,437	206,437				
Adjustment of Balance Fwd	—86	—86				
Transfers—Non-Federal $	—48,467	—48,467				
TOTAL RESOURCES	643,558	217,970				425,588
EXPENDITURES						
Salaries and Wages	44,768	44,768				
State Share of Retirement	5,147	5,147				
Prof Service, Not By State	317	171				146
Travel Expenses, In-State	3,305	3,305				
Travel Expense, Out-State	545	545				
Utilities	1,718	1,718				
Rents	100	100				
Insurance	247,515	58,326				189,189
General Operating Expense	1,110	1,110				
Other Supplies	1,108	1,108				
TOTAL EXPENDITURES	305,633	116,298				189,335

CAPITOL PLANNING COMMISSION

ALLEN G. PEASE, CHAIRMAN

Central Office: *Telephone:* 289-3881
Location: State Office Bldg., Augusta *Floor:* 1
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 08; *Unit:* 134; *Unit Citation:* 5 M.R.S.A., Sect. 298

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Capitol Planning Commission was established to institute the development of a master plan to guide future State policy in the expansion of the States' physical plant and in the locating of State buildings and other public improvements in the capitol area; to submit the completed plan to the Legislature for adoption; and to submit amendments as it deems necessary to the Legislature for adoption and inclusion in the official State master plan. The intended policy for development of the capitol area is to proceed with economy, careful planning, aesthetic consideration and with due regard to the public interests involved.

ORGANIZATION: The Capitol Planning Commission was established in 1967, abolished in 1972 and recreated in 1973. The Commission consists of the Director of the State Planning Office, ex-officio, and six members appointed by the Governor: a member of the Augusta City Council, a resident of the Capitol Complex area and four citizens who are not Augusta residents. The Commission elects a chairman from its membership, and while the Bureau of Public Improvements serves as a secretariat of the Commission in exercising its administration, it may employ such assistance as it deems necessary. The Commission must meet at least once every four months.

PROGRAM: The Capital Planning Commission met several times throughout the year conducting routine business within the scope of its responsibilities. Currently the Commission is reviewing its rules and regulations in an effort to be more responsive to its legislative mandate. The Commission anticipates these changes in the rules and regulations which will be ready for public hearing in the fall of 1979. In addition, the Commission has commenced work on a report which will be presented to the next session of the Legislature. This report will make some recommendations regarding the rule-making authority of the Commission and support for ability to enforce such rules and regulations.

During the year legislation was approved by the 109th Legislature which restructured the membership of the Commission. Basically, the membership composition under the new legislation will grant more local representation which will increase the overall total membership from 7 to 9.

PUBLICATIONS:

Capitol Planning Commission Report to the 108th Legislature, February 10, 1978

FINANCES, FISCAL YEAR 1979: The expenditures of this unit are, by administrative decision included with those of the Bureau of Public Improvements.

(OFFICE OF) COMMISSIONER OF PERSONNEL

JADINE R. O'BRIEN, COMMISSIONER

Central Office: *Telephone:* 289-2821
Location: State Office Bldg., Augusta *Floor:* 2
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1937 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 60; *Unit:* 389; *Unit Citation:* 5 M.R.S.A., Sect. 631

Average Count—All Positions: 44 *Permanent Legislative Count:* 35

Organization Units:
Merit System Division
Administrative Division

PURPOSE: The (Office of) Commissioner of Personnel was established to promote effective service and economy in the offices and employment of the State and to provide a modern and comprehensive system of personnel administration in which positions, essentially alike in duties and responsibilities, are treated alike in pay and other personnel processes, and that fair and equal opportunity is afforded to all qualified citizens of the State to secure State employment on the basis of merit and fitness.

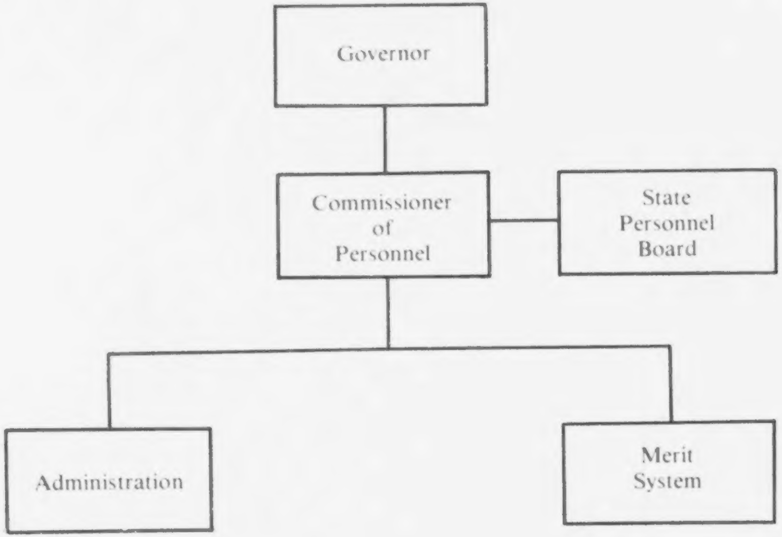
Through the authority vested in the Commissioner of Personnel, the (Office of) Personnel is an independent service agency of State government. The Commissioner, under legislation passed by the 107th Legislature, is empowered to prescribe, amend and enforce rules and regulations having the force of law upon approval of the Governor, relative to: eligible registers; classification of positions in the classified service; compensation plans; examinations for admission to the classified service; provisional, emergency, exceptional and temporary appointments; probationary period; transfer, reinstatement; demotion; suspension, layoff and dismissal; leave of absence, resignation, hours of service, vacations and sick leave; personnel records; in-service training; service ratings, and certification of payroll. The Commissioner is further empowered to conduct special investigation of any action or condition presumed adverse to, or in violation of, State Personnel Law and the rules and regulations made thereunder.

ORGANIZATION: In 1937, the State's merit system law, statutorily designated as the Personnel Law, was enacted. Patterned after the federal civil service law, it established the foundation for merit system administration in Maine. The Act provided for a three-member State Personnel Board and a Director of Personnel and defined their respective powers, duties and responsibilities. Administration of this law was vested in the Director of Personnel who functioned as head of the Bureau of Personnel within the Department of Finance, and who was appointed by the Board to serve a term at its pleasure. In 1941, the personnel function was removed from the Department of Finance and accorded the status of a separate department, although its authority remained vested in the Director of Personnel. In 1976, the Legislature revised the Personnel Law elevating the Director of Personnel to a commissionership and empowering the Commissioner with major powers and duties formerly the responsibility of the Personnel Board. Under this revision, the Commissioner is appointed by the Governor, after consultation with the Personnel Board and review by the Joint Standing Committee on State Government. Term of the Commissioner is coterminous with that of the Governor or until a successor has been appointed and qualified.

In April 1977, the former Classification and Compensation Division was merged with the Examination Construction Branch of the then Career Management Division, and a Merit System Division established. Record keeping and office administration functions formerly under the Career Management Division were combined with data processing and training functions and an Administrative Division was established. All statutory functions are now accomplished through these two divisions. In detail:

The Administrative Division encompasses recruitment, examination administration, maintenance of registers (job referral lists), maintenance of records (manual and automated)

ORGANIZATIONAL CHART
(OFFICE OF) COMMISSIONER OF PERSONNEL


Governor
Commissioner of Personnel
State Personnel Board
Administration
Merit System

CONSOLIDATED FINANCIAL CHART FOR FY 79
(OFFICE OF) COMMISSIONER OF PERSONNEL

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	31,972		31,972			
Bal Brt Fwd— Encumbered	4,680	4,680				
Revenue From Federal Govt	13,927				13,927	
Legislative Approp/Alloc	546,647	546,647				
Adjustment of Balance Fwd	47		—31,250		31,297	
Transfers—Non-Federal $	30,072	30,072				
Transfers—Federal $	100,836				100,836	
TOTAL RESOURCES	728,181	581,399	722		146,060	
EXPENDITURES						
Salaries and Wages	473,206	400,008			73,198	
State Share of Retirement	52,449	43,991			8,458	
Prof Service, Not By State	81,245	79,269			1,976	
Other Prof. Serv., By State	89				89	
Travel Expenses, In-State	2,342	1,687			655	
Travel Expense, Out-State	386	92			294	
Utilities	8,981	7,419			1,562	
Rents	5,623	4,241			1,382	
Repairs	2,695	1,594			1,101	
Insurance	13,277	11,142			2,135	
General Operating Expense	19,416	18,406			1,010	
Other Supplies	14,978	11,524			3,454	
Public Assistance Grants	115				115	
Land and Land Rights	—1	—1				
Equipment Purchases	2,373	1,954			419	
Trans. to Gen. Fund Sta-Cap	6,820				6,820	
TOTAL EXPENDITURES	683,994	581,326			102,668	

reception of the public, budget preparation, and training (both pre-admission and post-admission).

The Merit System Division encompasses job analysis, examination construction and validation, maintenance of the classification and compensation plans, organizational and position management studies, research, and research publication, employee relations, affirmative action, administration and revision of Personnel Law and Rules, collective bargaining advice and support, and review/interpretation of legislation.

PROGRAM: FY 1979 marks the 42nd year of merit system administration in Maine state government. Since the enactment of merit system legislation in 1937, the (Office of) Commissioner of Personnel and a State Personnel Board have been vested with the authority for its administration. Furthermore, until present day, the purpose of merit system administration remains unchanged—to select, examine, appoint, train and develop a competent and efficient work force to carry out the business of the State of Maine.

Goals and Objectives. The long-range goal of the (Office of) Commissioner of Personnel continues to be to provide a workable, modern, merit-based personnel management system for State service agencies. Immediate goals/objectives are to:

1. Continue to evaluate and improve the existing system in terms of its contribution to effective personnel management in State service agencies;
2. Continue to react promptly to employee concerns and grievances and to improve employee relations in general.
3. Continue and expand training programs for State supervisors and employees and encourage staff development at agency level.
4. Continue development of a classification plan which is documented and referenced to job analysis findings.
5. Continue to explore full and efficient use of electronic data processing in the position/employee record system.
6. Continue to improve communications with the public, state employees and state agencies.
7. Continue to provide better examination procedures through use of job analysis techniques and content validity models.
8. Continue to adhere to concepts and programs in support of equal employment opportunity and affirmative action in the public service.
9. Continue to explore the "decentralization" of certain personnel functions now performed only by this department.
10. Continue to provide philosophical and technical assistance support to the collective bargaining process.

Merit System Division. Activities and accomplishments of this division are reported according to functional organization. Reporting branches are:

Research Branch: This Branch performs management support functions in the areas of personnel research, personnel management, and manpower management. Major activities and accomplishments during FY 79 included: development of Intermittent Employment Rules, under requirement and authority of Chapter 667, Public Law, 1978; preparation of an informational memorandum to notify and inform State employees of involvement allowed and involvement disallowed under state and federal political activity laws and regulations; re- structure of Personnel Rules to meet and satisfy content, organization, and filing requirements of the Maine Administrative Procedure Act; preparation of a departmental travel conservation plan under direction of the Office of Energy Resources; monthly publication of the Maine State Employee Newsletter (MAST); participation in and research contribution to management bargaining teams for the Coalition, Institutional Services, State Police and Supervisory Units; pre-planning of the first salary adjustment transitions resulting from negotiated agreements; review and authorization of overtime compensation requests which required "exception-to-policy" consideration; arrangement and conduct of a public hearing on intermittent rules changes; adjustment of step salary amounts for the pay ranges of Commissioners and/or heads of departments under requirement and authority of Chapter 697, Public Law 1978; analysis of legislation and legislative proposals which impacted on personnel management and retirement provisions; and completion and return of classification/salary survey questionnaires submitted by other states and jurisdictions.

Equal Employment Opportunity and Affirmative Action (AA/EEO Branch): The State

Affirmative Action Coordinator is responsible for assisting and maintaining AA/EEO activities statewide. The purpose of this branch is to establish and promote AA/EEO as a basic function of good management.

AA/EEO activities and accomplishments for this period include:

(1) The EEO-4 statistical report for FY 78 was compiled according to federal requirements and submitted to the Equal Employment Opportunity Commission.

(2) Communications were maintained with Affirmative Action Officers throughout State government. Full time AAO's were hired by the Departments of Manpower Affairs and Transportation.

(3) Materials were prepared and submitted for the New England Public Personnel Council's Model Affirmative Action Plan for the Handicapped.

(4) Complaints of discrimination were investigated and resolved. Appropriate counseling was provided to management and employees.

(5) A training manual was developed for managers and supervisors. Information relates to AA/EEO, proper interviewing and selection, and basic supervisory/management skills.

(6) An applicant identification system was proposed for record keeping and AA program proposals. Initial implementation will be manual. The information will eventually be fed into a mini-computer.

(7) Requirements for entry-level law enforcement classes were reviewed. Plans for a validation study of the trooper class were accepted and the study was initiated in July 1979.

(8) Research and planning were begun for proposed projects and procedures involving job sharing, a departmental handicap policy, and a dual register to provide job opportunities for protected groups in areas of underutilization.

Job Analysis Branch: This branch administers the classification and job evaluation system, which includes approximately 14,000 positions assigned to 1,465 classified and unclassified jobs. It is responsible for examination construction, preparation of notice-of-vacancy announcements, job analysis and test validation functions. During the past year, this branch received a Federal grant to improve its examination construction and validation program. An optical scanner was purchased, and the purchase of a mini-computer is in the final stages. This "system" will improve the overall quality of examinations, speed the processing of applications through the system, and provide a more efficient means to validate examinations. An improved system for the development and administration of training and experience evaluations has led to better-qualified applicants and hastened the development of eligible registers.

Other jurisdictions in New England, and a foreign country, have become aware of this branch's "state-of-the-art" developments and have asked for information and guidance.

During the past year more than 400 classifications were reviewed and new specifications were developed for each. Recruiting announcements were updated and placed on a word processing machine, along with the corresponding class specifications, to enable modern and timely delivery to users.

The functional filing system for classified position records is now fully operational. The new filing system provides organized, up-to-date information on all classifications.

Procedures for job auditing were refined and tested for conformance to standards and workability. Job analysis information now provides the basis for all decisions concerning classification, compensation, recruiting, examination construction and position allocation.

As a result of negotiated agreements between the State and designated bargaining units, a new classification appeals process is now in place. All appeals of classification which involve "membership" employees are subject to an arbitration process rather than hearing before the State Personnel Board.

Administrative Division. This division encompasses all internal operations functions—from reception of the public to application review and administration of examinations. Major activities and accomplishments in these areas during FY 79 are reported as follows:

During the year, performance appraisal training programs were accomplished at agency level on an intermittent, as needed, basis. Training sessions were conducted by agency staff persons specially trained for this purpose. Training in the performance appraisal system continues to be based on course outlines and materials used in the initial training program for supervisors sponsored by the Department of Personnel during FY 78.

At the end of FY 79, a new Personnel Training Coordinator position was created to study the training network in State government and to clarify the role of the Personnel Department with respect to this training network.

The special program for Training for Entry into State Service (TESS), sponsored by CETA, received national recognition for its innovativeness and workability. In addition to meeting the needs of economically disadvantaged persons, the TESS Program also addresses the needs of handicapped individuals.

The process of application administration and management was streamlined and examiners were provided new procedural manuals to follow in conducting examinations and describing job opportunities to the public.

The data base necessary to the automation of the classification, position and employee files was completed and is now being verified. The information already in the "system" was of sufficient accuracy to automatically process the most recent employee pay raises. The verification program plan for the coming year should make the payroll adjustment and verification process much simpler, less time-consuming, and faster next year.

Use of the word processor was increased to include applicant processing functions and to store and provide ready access to information of a routine, continuous nature.

As a result of a policy decision to keep more than 200 classifications open to continuous recruitment, more job referral lists were immediately available for use when needed. For most of these classifications, certifications were routinely accomplished in one day or less.

At time of this report, a long-standing application backlog is almost depleted, and applicants are being scheduled for examination on the same day their applications are received.

PUBLICATIONS: State of Maine Personnel Rules ($1.50) may be obtained through the State Department of Personnel.

FINANCES, FISCAL YEAR 1979: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF ASSESSMENT REVIEW

H. ALAN TIMM, CHAIRMAN

Central Office: *Telephone:* 622-7161
Location: State Office Bldg., Augusta *Floor:* 5
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1976 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 90; *Unit:* 136; *Unit Citation:* 36 M.R.S.A., Sect. 486

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The State Board of Assessment Review was established to hear property tax appeals from taxpayers for properties located in a Primary Assessing Area provided the chief assessor of the Primary Assessing Area or the State Tax Assessor for the Unorganized Territory has denied an abatement upon written request by the taxpayer. The Board will hear and determine appeals and have the power to alter or modify any assessment in order that it may conform with the law. The Board may make such review of assessments and order such equalization as may be necessary. Either party may appeal from the decision of the State Board of Assessment Review directly to the Superior Court.

ORGANIZATION: The State Board of Assessment Review, as established in 1976, consists of fifteen members appointed by the Governor for terms of 3 years. The membership must be divided among attorneys, real estate brokers and citizens.

PROGRAM: The State Board of Assessment Review operates year-round, convening throughout the State for hearings on appeals received by the Chairman of the Board. Three members of the board shall constitute a quorum to hear and act on abatement appeals. Upon receipt of an appeal, the Chairman selects from the list of board members three persons to hear the appeal and notify all parties of the time and place of the hearing. The selection of members for an appeal hearing shall be based upon geographic convenience and availability. The Board considered 20 taxpayer appeals during FY 79.

PUBLICATIONS:
State Board of Assessment Review—Rules of Procedure

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF ASSESSMENT REVIEW	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	5,000	5,000				
Transfers Contingent Acct	−1,286	−1,286				
TOTAL RESOURCES	3,714	3,714				
EXPENDITURES						
Salaries and Wages	5,600	5,600				
Prof. Serv., Not By State	250	250				
Travel Expenses, In-State	1,336	1,336				
General Operating Expense	41	41				
TOTAL EXPENDITURES	7,227	7,227				

COUNTY RECORDS BOARD

SAMUEL S. SILSBY, JR., CHAIRMAN

Central Office: *Telephone:* 289-2451
Location: Cultural Bldg., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 90; *Unit:* 306; *Unit Citation:* 30 M.R.S.A., Sect. 347

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The County Records Board was created as a policy-making body by the Legislature to provide standards, procedures and regulations for the effective management of county records, following as far as practicable, those established by the State Archivist under the Archives and Records Management Law. The membership of the County Records Board is constituted to provide expertise to deal with the special problems and needs that are unique to government record keeping at the county level. Program services are provided to county governments by the Maine State Archives in accordance with the policies established by the Board to the extent that the State Archivist deems desirable in his administration of the State program and facilities.

ORGANIZATION: The County Records Board was created in 1973 to establish standards, procedures and regulations for the effective management of county records. The Board consists of five members, including the State Archivist as Chairman ex officio; and four members appointed by the Governor for terms of three years, one of whom must be a County Commissioner, one a Register of Deeds, one a Register of Probate, and one of whom is experienced in real estate title examinations. The headquarters of the County Records Board is located at the Maine State Archives in Augusta which serves as secretariat to the Board. Members of the County Records Board serve without compensation.

PROGRAM: The County Records Board acted upon requests submitted by county offices to destroy specified records having no permanent value. Projects pending include a pilot inventory of county records to be conducted in Penobscot and Hancock Counties for the purpose of establishing comprehensive general disposition schedules; the development of a uniform indexing system for Registers of Deeds in cooperation with title attorneys; and the establishment of statewide standards in various phases of county record keeping. The Maine State Archives has continued to provide technical assistance and cleaning and fumigation services for counties; and in cooperation with the Board is providing emergency records storage to county officers as well as security microfilm storage. County officers attended ongoing workshops conducted by the Maine State Archives on document restoration.

LICENSES, PERMITS, ETC.:

The County Records Board is responsible for authorizing the destruction of county records having no permanent value (30 M.R.S.A., Sect. 346). Action taken by the County Records Board is evidenced by the issuance of an executed *Request for Disposition of County Records.*

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: 30 MRSA Section 348 & 349 provides that expenditures of this unit shall be born by the Maine State Archives, and are, therefore, included in its financial display.

MUNICIPAL RECORDS BOARD

SAMUEL S. SILSBY, JR., CHAIRMAN

Central Office: *Telephone:* 289-2451
Location: Cultural Bldg., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 90; *Unit:* 377; *Unit Citation:* 30 M.R.S.A., Sect. 2214

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Municipal Records Board was created as a policy-making body by the Legislature to provide standards, procedures and regulations for the effective management of municipal records, following as far as practicable, those established by the State Archivist under the Archives and Records Management Law. The membership of the Board is constituted to provide expertise to deal with the special problems and needs that are unique to government record keeping at the municipal level. Program services are provided to municipal governments by the Maine State Archives in accordance with the policies established by the Board to the extent that the State Archivist deems desirable in his administration of the State program and facilities.

ORGANIZATION: The Municipal Records Board was created in 1973 to establish standards, procedures and regulations for the effective management of municipal records. The Board consists of five members, including the State Archivist as Chairman ex officio and the State Registrar of Vital Statistics, and three municipal officials appointed by the Governor for terms of three years upon the recommendation of the Maine Municipal Association, the State Archivist, and the State Registrar of Vital Statistics. The headquarters of the Municipal Records Board is located at the Maine State Archives in Augusta which serves as secretariat to the Board. Members of the Municipal Records Board serve without compensation.

PROGRAM: The Board acted upon requests to destroy specified records submitted by various municipalities. In cooperation with the Municipal Records Board, the Maine State Archives provided technical assistance to a number of municipalities; other services include records storage, fumigation, and selected microfilming projects. Municipal officers attended the ongoing document restoration workshops conducted by the Maine State Archives.

LICENSES, PERMITS, ETC.:

The Municipal Records Board is responsible for authorizing the destruction of municipal records having no permanent value (30 M.R.S.A., Sect. 2213). Action taken by the Municipal Records Board is evidenced by the issuance of an executed *Request for Disposition of Municipal Records.*

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: 30 MRSA Section 2215 & 2216 provides that expenditures of this unit shall be borne by the Maine State Archives and are, therefore, included in its financial display.

CRIMINAL LAW ADVISORY COMMISSION

PETER G. BALLOU, CHAIRMAN

MICHAEL SAUCIER, Staff Attorney Department of Attorney General

Central Office: *Telephone:* 289-2538
Location: State Office Bldg., Augusta *Floor:* 5
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1976 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 92; *Unit:* 139; *Unit Citation:* 17A M.R.S.A., Sect. 1351

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Criminal Law Advisory Commission was established for the purpose of conducting a continuing study of the criminal law of Maine. Additionally, the Commission must propose to the Legislature, at the start of each session, such changes in the criminal laws and in related provisions as the Commission may deem appropriate. The Commission may also make recommendations to the Judicial Council, the Advisory Committee on Criminal Rules and to any other organization or committee whose affairs pertain to the criminal justice system. Effective July 6, 1978, the Legislature amended the Criminal Law Advisory Commission statute to require the Commission to evaluate the operation of the Maine Juvenile Code and to recommend amendments based upon its evaluation.

ORGANIZATION: The Commission is composed of 9 members to be appointed by the Attorney General. The members are qualified by reason of their experience in the prosecution or defense of criminal cases or by reason of their knowledge of the criminal law. At least two members shall be qualified by reason of their knowledge of juvenile law. Members of the Commission serve for terms of 2 years and may be reappointed. In the event of the death or resignation of any member, the vacancy for his unexpired term shall be filled by the Attorney General.

The Senate and House chairmen of the Judiciary Committee, or their designees, serve as consultants to the Commission. The Chief Justice of the Supreme Judicial Court appoints 4 consultants to the Commission, at least one of whom shall be an active member of the Superior Court and at least one of whom shall be an active member of the District Court. Whenever it deems it appropriate, the Commission shall seek the advice of experts, including representatives of the executive departments, in fields related to its duties.

PROGRAM: The Commission's major activity during the fiscal year was the drafting of amendments to Maine's Criminal Code. These amendments were submitted to, and adopted by, the Legislature. They were included in Chapter 671 of the Public Laws of 1977. The Commission also reviewed the legislative documents relevant to the criminal laws and made recommendations, including suggested language changes, to the appropriate legislative committees. In addition, representatives of the Commission worked with the Civil Rules Committee on the formulation of a rule governing the enforcement of civil violations.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $20,053.20 in FY 79 and are, by administrative decision, included with those of the Department of Attorney General.

COMPUTER SERVICES ADVISORY BOARD

DEANE R. QUINTON, CHAIRMAN

ARTHUR W. HENRY, JR., Director, Bureau of Central Computer Services

Central Office: *Telephone:* 289-3631
Location: State Office Bldg., Augusta *Floor:* 3
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 92; *Unit:* 225; *Unit Citation:* 5 M.R.S.A., Sect. 1855

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The purpose of the Computer Services Advisory Board is to assist the Bureau of Central Computer Services in the development and review of: standards governing data processing systems and methods; rules, regulations and policies relating to data processing; schedule of charges; the budget; and a state master plan.

The Board must make its recommendations to the Commissioner of Finance and Administration prior to his/her approval of the above.

ORGANIZATION: Chapter 322 of the Public Laws of 1975, which created the Bureau of Central Computer Services within the Department of Finance and Administration also established a "Computer Services Advisory Board", which consists of fifteen members, two of whom are appointed by the Governor from the private sector, knowledgeable in the science and administration of data processing services, but who must not be vendors of data processing equipment or supplies. These two members are appointed for a four year period; however, of the first members appointed, one serves a two year term only. The Chancellor of the University of Maine also designates an employee of the University, who is knowledgeable in the science and administration of data processing to be a member of the Board. The Commissioners of the Departments of Human Services, Transportation, Manpower Affairs, Finance and Administration, Educational and Cultural Services, Public Safety, Mental Health and Corrections and the Secretary of State each designate a member of his department to serve on the Board. At the beginning of each biennium the Governor must designate three agencies not already represented, and the head of those agencies names a member of his agency to serve on the Board.

PROGRAM: Meetings were held at least quarterly during FY 79 at which times the members discussed progress of various projects and Central Computer Services' fiscal performance.

The Computer Services Advisory Board actively reviewed and approved the acquisitions of an IBM system 370/148 later installed at Central Computer. The Board suggested changes in testing procedures and job qualifications for Analyst/Programmer positions for the purpose of better reflecting current status of the positions. Additionally, the CSAB reviewed the responses to Service Questionnaires regarding functions performed by Central Computer Services and made recommendations to the Director.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $439.60 in FY 79 and are, by administrative decision, included with those of the Bureau of Central Computer Services.

ADVISORY COMMITTEE ON STATE TELECOMMUNICATIONS

RICHARD G. BACHELDER, CHAIRMAN

Central Office: *Telephone:* 289-3881
Location: State Office Bldg., Augusta *Floor:* 1
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 92; *Unit:* 301; *Unit Citation:* 5 M.R.S.A., Sect. 350

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Advisory Committee on State Telecommunications was established to advise the Department of Finance and Administration in regard to carrying out the Department's general administrative responsibilities for state telecommunication services. The Committee advises and assists the Department in providing for the coordination of engineering assistance, systems maintenance, frequency allocation, systems planning, and the purchase of services and equipment related to State Telecommunications services.

ORGANIZATION: The Advisory Committee on State Telecommunications was established as an independent agency to advise the Department of Finance and Administration. The law establishing the Committee specifies that its membership shall consist of one member each from the Department of Conservation, Finance and Administration, Inland Fisheries and Wildlife, Marine Resources, Public Safety, and Transportation; also from the Bureau of the Military, Bureau of Civil Emergency Preparedness, and the Criminal Justice Planning and Assistance Agency. In addition, a representative from the University of Maine and the Emergency Medical Services project have been attending the meetings and have given much assistance. The member from the Department of Finance and Administration shall be the Chairman. The Committee meets quarterly.

PROGRAM: The Committee's activities continue to be of mutual interest and benefit to the participants. Efforts continue toward standardization of professional, land mobil, radio communications equipment, stock inventories and repair facilities. Specialized marine or aircraft equipment requires specifications not needed in normal circumstances. Furthermore, attempts are being made to permit the State to become a franchised dealer as far as repair parts are concerned.

The State's microwave system is working well, but is far from being complete. Adequate funding for finishing this project has not been forthcoming. Additional uses for the microwave system, such as Statewide paging; are being considered and investigated. Furthermore, interconnect competition in the telephone field presents interesting prospects for limited State use. Competitive proposals for a regional office are currently being considered.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Public Improvements.

MAINE CRITICAL AREAS ADVISORY BOARD

PETER McCONNELL, CHAIRMAN
HARRY R. TYLER, JR., Program Manager

Central Office: *Telephone:* 289-3154
Location: 189 State Street, Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1974 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 92; *Unit:* 308; *Unit Citation:* 5 M.R.S.A., Sect. 3313

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: In general terms the purpose of the Maine Critical Areas Advisory Board is to advise the State Planning Office on the Critical Areas Programs. A specific function that the Critical Areas Advisory Board performs is deciding which areas are to be included on the Register of Critical Areas. This Register is an inventory of natural features of unusual significance because of their natural, scenic, scientific, or historic values.

ORGANIZATION: The Critical Areas Advisory Board was created in 1974 by the Act Establishing a State Register of Critical Areas, 12 M.R.S.A. Sections 3310-3314. The Board consists of 11 members. The director of the State Planning Office serves ex officio while the 10 other members are appointed by the Governor.

PROGRAM: During FY 79, the Critical Areas Advisory Board met six times. Six planning reports were delivered to the Board. These reports provided the justification to evaluate areas for registration as critical areas. On the basis of these reports and specific evaluations, 113 areas were selected for inclusion on the Register. In addition to the registration activities, the Board and State Planning Office worked with other agencies, private conservation organizations, and landowners to conserve the value of critical areas by properly managing the areas.

The Critical Areas Program initiated contracted work on five subjects which will result in three planning reports during the coming year. At the conclusion of the fiscal year there were a total of 270 areas on the Register of Critical Areas.

General brochures on orchids, eider docks, wading birds, and terns were prepared.

PUBLICATIONS: Publications of the Critical Areas Program of the State Planning Office contributed to by the Maine Critical Areas Advisory Board include:

Planning Reports:

Luminous Moss
Rhododendron
Oysters
Petrels
Alcids
Inkberry
Least Terns
Slender Blue Flag
Chestnut Oak
Piping Plovers and
  Least Terns
Panax quinquefolius
Small Whorled Pogonia
Ram's-head Lady's Slipper
Wading Birds
Widers
Horsehoe Crab
Mountains
Dogwood
Loug's Bitter Cress
Black Tern
Nodding Pogonia
Buffalo Berry
Spotted Wintergreen
Slender Cliff-Brake
Spicebush
Gaper Clam
Dwarf Tellina
Tourmaline
New Jersey Tea
Clammy Azalea
Prairie White Fringed Orchid
Katahdin Arctic Butterfly
Alpine Tundra
  Vascular Vegetation
Casco Bay Bedrock Geology
Rose Quartz Crystals
Red Beard Sponge
Red Chenille Algae
Quahogs
Discordant Mussel
Bedrock Fossils
Cut-leaved Anemone
Northern Painted Cup
Smooth Top Shell
Small Round-leaved Orchis
Glaciomarine Deltas
Sand Beaches
Intertidal High
  Diversity Areas
Coastal York County
  Bedrock Localities
Yellow Nose Vole
Auricled Twayblade

Mountain-laurel
Sassafras
Atlantic White Cedar
Tupelo
Scarlet Oak
Bog Elfin

Brochures:

Critical Areas Program
Least Terns
Black Terns
Nodding Pogonia
Orchids
Alcids
Leach's Storm Petrel
Oysters
Mountain laurel
Eider Docks
Piping Plover
Horseshoe Crab
Sassafrass
Terns
Wading Birds

The Landowner's Options: A Guide to the Voluntary Protection of Land in Maine, a booklet.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $28,000 in FY 79 and are, by administrative decision, included with those of the State Planning Office.

ADVISORY COUNCIL ON DEFERRED COMPENSATION PLANS

RODNEY L. SCRIBNER, COMMISSIONER,
DEPARTMENT OF FINANCE AND ADMINISTRATION

Central Office: *Telephone:* 289-3446
Location: State Office Bldg., Augusta *Floor:* 3
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 92; *Unit:* 311; *Unit Citation:* 5 M.R.S.A., Sect. 884

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Council ensures the development and maintenance of a Deferred Compensation Plan which provides additional employee benefits and enlarges the capability of Maine State Government to attract and hold key employees. It provides that the State or any of its political subdivisions may, by contract, agree with any employee to defer, in whole or in part, any portion of that employee's compensation and subsequently, contract for, purchase or otherwise procure for the purpose of funding a deferred compensation program for the employee a fixed or variable life insurance or annuity contract or shares of an investment company. Administration of the deferred compensation program within State departments, agencies, boards, commissions or institutions is under the direction of the Department of Finance and Administration. The Advisory Council on Deferred Compensation Plans was established to review the operations of the program and to advise the Department on matters of policy.

ORGANIZATION: The Advisory Council on Deferred Compensation Plans, established in 1973, consists of seven members, including the Commissioner of Finance and Administration as Chairman, the Insurance Commissioner and the Commissioner of Banks and Banking, ex officio, or their designees, and four State employees appointed by the Governor for terms of three years. The Council is required to meet at least once a year.

PROGRAM: In conjunction with the Advisory Council on Deferred Compensation Plans, the Department of Finance and Administration conducted open enrollment October through December.

PUBLICATIONS: *Maine State Deferred Compensation Plan* (controlled distribution to new State employees).

FINANCES, FISCAL YEAR 1979: This unit is not authorized to receive or expend funds.

FOREST LAND VALUATION ADVISORY COUNCIL

PERRY LAMB, CHAIRMAN
NORMAN P. LEDEW, Director, Property Tax Division

Central Office: *Telephone:* 289-2011
Location: AMHI, Ray Bldg., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 92; *Unit:* 338; *Unit Citation:* 36 M.R.S.A., Sect. 584

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The purpose of the Forest Land Valuation Advisory Council is to render information and advice to the State Tax Assessor concerning the Administration of the Maine Tree Growth Tax Law.

ORGANIZATION: The Forest Land Valuation Advisory Council consists of the Director of the Maine Forest Service ex officio and 3 members serving staggered 4 year terms, one being a municipal officer, one a forest land owner and one from the general public with a background in economics.

PROGRAM: During FY 79, the Council met in February and defined its working relationship with the State Tax Assessor and the Bureau of Taxation. The major goal of the Council is to take an active role in advising the State Tax Assessor of the concerns of both public and private interests in forest land.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: 36, MRSA, Sections 584 and 297 provides that expenditures of this unit, which amounted to $150 in FY 79, shall be borne by the Bureau of Taxation and are, therefore, included in its financial display.

STATE PERSONNEL BOARD

PATRICIA E. RYAN, CHAIRPERSON

Central Office: *Telephone:* 289-2821
Location: State Office Bldg., Augusta *Floor:* 2
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1937 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 92; *Unit:* 388; *Unit Citation:* 5 M.R.S.A., Sect. 591

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The State Personnel Board was established in 1937 to administer the state's merit system law, otherwise known as the Personnel Law. The Board was then empowered to prescribe or amend rules and regulations relative to: eligible registers; classification of positions; compensation plans; examinations for admission to the classified service; provisional, emergency, exception and temporary appointments; probationary period; transfer; reinstatement; demotion; suspension; layoff and dismissal; leave of absence, resignation, hours of service, vacations and sick leave; personnel records; inservice training; service ratings, certification of payrolls; and enforcement and investigations concerning the enforcement of the state's Personnel Law. In 1975, the 107th Legislature vested these same powers in the Commissioner of Personnel and altered the purpose of the Board to one of deciding appeals of classification and rendering advice to the Commissioner of Personnel relative to the State's personnel system. Effective April 1, 1979, the authority of the Board to hear classification appeals was further modified to exclude all appeals filed by employees covered by collective bargaining agreements.

ORGANIZATION: The original Personnel Act of 1937 provided for a three-member Personnel Board and a Director of Personnel, appointed by the Board, in whom was vested the responsibility for the administration of the law. In 1953, the membership of the Board was expanded to five to include an employee's representative and a state department head. A 1975 revision repealed these special membership requirements, making the Board an all-public body. Presently the Board is comprised of five members, each experienced in personnel relations or management. Appointments to the Board are made by the Governor, with review by the Joint Standing Committee on Labor and confirmation by the Legislature. One member of the Board is designated by the Governor to serve as chairperson. Appointments are for a term of four years or until a successor is appointed and qualified.

PROGRAM: On July 12, 1978, the State Personnel Board approved a revision to its procedures for hearing appeals of classification which affected compliance with the adjudicatory proceeding requirements of the Maine Administrative Procedure Act. During FY 79 the Board heard and decided thirteen (13) appeal issues in accordance with these revised procedures. Four (4) of the thirteen (13) appeal issues filed were ruled to be of direct and significant concern to several other positions, and public notice was made accordingly. The remainder of the appeal issues were ruled to be of individual concern, and not a matter of substantial public interest. With the exception of October, June and July cancellations, the Personnel Board scheduled and heard these appeals, and conducted its other business, on a monthly basis.

An informational and statistical report on the Performance Appraisal System for the period from July 1, 1977, to June 30, 1978 was prepared by the Board and submitted to the Commissioner of Personnel and the Joint Standing Committee on State Government for their review and evaluation.

PUBLICATIONS: State Personnel Board—*Procedure for Hearing Appeals* (free)—May be obtained through the State Department of Personnel.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $2,140 in FY 79 and are, by administrative decision, included with those of the (Office of) Commissioner of Personnel.

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES

MADELEINE R. FREEMAN, CHAIRMAN
PATRICIA A. FINNEGAN, Assistant to the Commission

Central Office: *Telephone:* 289-3501
Location: Statehouse, Augusta *Floor:* 2
Mail Address: Rm. 221, State Office Bldg., Augusta, Maine 04333

Established: 1976 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 94; *Unit:* 270; *Unit Citation:* 1 M.R.S.A., Sect. 1002

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Commission on Governmental Ethics and Election Practices is an independent commission on governmental ethics and election practices established to guard against corruption or undue influencing of the elections process and against acts or the appearance of misconduct by Legislators.

The general duties of the Commission are: to investigate and make advisory recommendations to the appropriate body of any apparent violations of the ethical standards set by the Legislature; and to administer and investigate any violations of the requirements for campaign reports and campaign financing and to investigate and determine the results, within the limits of the Constitution, of any contested county, state or federal election within this State.

The law also gives the Commission authority to issue advisory opinions and guidelines on problems or questions possibly involving conflicts of interest in matters under consideration by, or pertaining to, the Legislature, to investigate complaints filed by Legislators alleging conflict of interest against any other Legislator, including the holding of hearings and the public issue of findings of fact and opinion, and to administer the disclosure of sources of income by Legislators.

ORGANIZATION: The Commission on Governmental Ethics and Election Practices was created on January 1, 1976 by chapter 621 of the Public Laws of 1975. This chapter at the same time repealed the statutory authorization for the Committee on Legislative Ethics, which was created in 1971 by chapter 146 of the Public Laws of 1971. The Committee on Legislative Ethics formerly consisted of the Presiding Officers of both Houses of the Legislature, together with the majority and minority floor leaders of both Houses. The powers and duties of the Committee were significantly affected by chapter 773 of the Public Laws of 1973, although the basic organization of the Committee was not changed. Most of the duties concerning Legislative ethics were assigned to the new Commission on Governmental Ethics and Election Practices and the new Commission was assigned as well certain duties in the area of elections.

The Commission consists of 7 members, one to be appointed by the President of the Senate, two others to be appointed by the floor leader of the 2 major parties in the Senate; one to be appointed by the Speaker of the House, one to be appointed by each floor leader of the 2 major parties in the House, and the one to be selected by the affirmative vote of at least 5 of the preceding 6 members, that member to serve as chairman. Each member serves a term of 2 years, or until the appointment and qualification of his successor. Members of the Legislature, members of the previous Legislature, or any declared candidate for an elective county, state or federal office within 2 years prior to the appointment, or any holder of an elective county, state or federal office is ineligible for appointment or election to the Commission.

By 1 M.R.S.A. Section 1006, the Commission may call for assistance from the Attorney General, the Secretary of State, the Department of Audit or any law enforcement agency in Maine. The Secretary of State presently serves as the secretariat of the Commission.

PROGRAM: During FY 79, the Commission met as required by 21 MRSA §1399 to review campaign finance reports required of all state and county candidates, all political committees supporting such candidates and all organizations involved in state-wide political campaigns. These reviews involved:

1. Two sets of reports for candidates and committees involved in the 1978 General Election;
2. Sets of Quarterly Post Election Reports outlining the disposition of campaign surpluses or deficits in excess of $50.00;
3. The Campaign Finance Report from the "Citizens for the Repeal of the Forced Deposit Law," political committee.

The Commission met a total of 8 times in FY 79. In accordance with 21 MRSA § 1398, the Commission submitted to the Secretary of State the names of candidates and committees that filed campaign finance reports late. The Commission discussed and assisted in drafting legislation to help streamline the reporting requirements.

PUBLICATIONS:

The Commission publishes copies of the Campaign Finance Law as it pertains to candidate elections (21 M.R.S.A., Chapter 35) and Initiative and Referendum Campaigns (21 M.R.S.A., Chapter 35-A).

The Commission also publishes guidelines for candidates and committees to clarify reporting obligations.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COMMISSION ON GOVERNMENTAL ETHICS AND ELECTION PRACTICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	9,350	9,350				
TOTAL RESOURCES	9,350	9,350				
EXPENDITURES						
Salaries and Wages	5,990	5,990				
State Share of Retirement	360	360				
Travel Expenses, In-State	832	832				
Utilities	224	224				
Rents	77	77				
Insurance	100	100				
General Operating Expense	1,526	1,526				
Other Supplies	69	69				
TOTAL EXPENDITURES	9,178	9,178				

INTERSTATE BOUNDARY COMMISSION

RICHARD N. BERRY, CHAIRMAN

Central Office: *Telephone:* 774-8214
Location: 11 Tall Pines, Cape Elizabeth
Mail Address: 11 Tall Pines, Cape Elizabeth, Maine 04107

Established: 1971 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 94; *Unit:* 286; *Unit Citation:* 1971 P & SL, Chap. 131

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Interstate Boundary Commission was established to determine a compact defining and ascertaining the common, lateral, marine boundary of Maine and New Hampshire from Portsmouth Harbor to the Isles of Shoals, and to the limits of States jurisdiction. The Commission was authorized to establish principles respecting the location of such boundary between the States of Maine and New Hampshire; to reach a mutual agreement if possible; and to reduce the same to the writing of a firm compact to be approved by the respective Legislatures.

ORGANIZATION: The Interstate Boundary Commission was created by Private and Special Law in September, 1971. The Commission on the part of the State of Maine was comprised of three commissioners appointed by the Governor with the advice and consent of the Council, their terms to expire October 1, 1974 if they were unable to reach agreement with the commissioners appointed by the State of New Hampshire. The Maine commissioners were reappointed for four year terms effective October 1, 1974.

PROGRAM: On June 14, 1976, the United States Supreme Court determined the location of the boundary between Maine and New Hampshire. On July 28, 1976, the State of Maine initiated the procedures for setting out that boundary on the water between the two states. All that remained was for the two states to agree upon the manner and method of locating the line.

Proposals were advanced to indicate the final interstate marine boundary either by (1) placement of a buoyage system along the boundary line or (2) by delineating the boundary on United States nautical and topographical charts and maps. The State of Maine recommended the chart and map approach as being less costly to implement and maintain and also with the knowledge that the principal parties involved, the fishermen, would know the location once it had been published. Ultimately this view was accepted by all concerned and was recommended thus to the Supreme Court.

The Supreme Court of the United States granted the joint motion of Maine and New Hampshire for entry of a final decree in the matter of New Hampshire vs. Maine, No. 64 Orig on October 3, 1977. The final decree determined the marine boundary between the two states as jointly and finally agreed and is depicted by a heavy black line with the words "Maine" and "New Hampshire" above and below that line on the Coast and Geodetic Survey Chart 211, Eighth Edition, Dec. 1, 1973, filed with the Motion for Entry of Judgement by Consent.

The issuance of the final decree completes the responsibilities and charges made to the Interstate Boundary Commission and a first and final report was made and records and pertinent documents filed with the State Archivist.

The charge to the Commission having been accomplished, the statutory authorization for continued activities was terminated by action of the 109th Maine State Legislature as of June 30, 1979.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

INTERSTATE BOUNDARY COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	3,919	3,919				
TOTAL RESOURCES	3,919	3,919				
EXPENDITURES						
General Operating Expense	36	36				
TOTAL EXPENDITURES	36	36				

BOARD OF EMERGENCY MUNICIPAL FINANCE

R. L. HALPERIN, STATE TAX ASSESSOR, CHAIRMAN

Central Office: *Telephone:* 289-2076
Location: State Office Bldg., Augusta *Floor:* 5
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1935 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 94; *Unit:* 319; *Unit Citation:* 30 M.R.S.A., Sect. 5301

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The purpose and object of the establishment of the Board is to enable the municipalities that have fallen into financial difficulties to receive assistance from the State and to be reestablished on a sound financial basis, and to assure to the State the collection of the taxes due from the said municipalities to the State.

ORGANIZATION: The Board is composed of the Commissioner of Finance and Administration, the Treasurer of State, and the State Tax Assessor, who serves as chairman.

PROGRAM: The board is inactive unless the conditions described below exist in one or more municipalities. No activity occurred in FY 79.

The board is authorized and empowered, in the event that a municipality becomes one year and 6 months in arrears in the payment of its taxes to the State in full or in part, or defaults on any bond issue or payment of interest due thereon, or refuses or neglects to pay school and other salaries due and has received from the state funds in support of its poor, to cause to be made an audit of the financial condition of said municipality. The audit will be at the expense of said municipality. An investigation of the financial affairs of such municipality can be made that will reveal whether or not its affairs are in such condition that the interest of the State and public necessity, in the Board's judgment, require that its affairs be taken over and administered under the law. Further investigation of the affairs is then possible in order to determine the reason for such failure to pay such taxes and indebtedness and the reason for the need for state relief of its poor.

Whenever any municipality shall make application to the State for funds in support of its poor, the board is authorized and directed to cause to be made the audit and investigation provided for in the law.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: This unit is not authorized to receive or expend funds.

STATE EMPLOYEES' APPEALS BOARD

MORTON A. BRODY, CHAIRMAN

Central Office: *Telephone:* 873-3309
Location: 173 Main St., Waterville
Mail Address: 173 Main St., Waterville, Maine 04901

Established: 1967 *Sunset Termination Required to Start by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 94; *Unit:* 320; *Unit Citation:* 5 M.R.S.A., Sect. 751

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The State Employees Appeals Board was established to resolve grievances of employees of Maine State Government with their departments and agencies. Its primary responsibilities are to mediate the final settlement of all grievances and disputes between individual State employees, both classified and unclassified, and their respective State agencies, except in matters of classification and compensation; and to subpoena and require the attendance of witnesses and the production thereby of books, papers, public records and other documentary evidence pertinent to such investigation; and to promulgate operating policies and rules and regulations as necessary, establish organizational and operational procedures and exercise general supervision.

ORGANIZATION: The State Employees Appeals Board was established in 1967 as an impartial board of arbitration consisting of three members appointed by the Governor with review by the Joint Standing Committee on Labor and confirmation by the Legislature, for terms of three years. Members must be persons not employed by the State of Maine who have established a background positively indicating a capacity to mediate grievances between management and labor, one of whom must be an attorney admitted to law practice in the State of Maine. Responsibility for investigation of unfair employment practices in Maine State Government was formerly a function of the State Personnel Board. The Appeals Board appoints a chairman from its members and employs no other personnel or assistants.

PROGRAM: The State Employees' Appeals Board heard numerous grievances and rendered decisions on all of them. All grievances were disposed of by a written opinion handed down by the Board within thirty days after the case was heard.

Dismissal cases were expedited by the Board and all cases were given prompt treatment. A successful effort was made during the year to clear up the Board's backlog of cases.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE EMPLOYEES' APPEALS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	12,500	12,500				
TOTAL RESOURCES	12,500	12,500				
EXPENDITURES						
Salaries and Wages	8,900	8,900				
Prof. Serv., Not By State	251	251				
Travel Expenses, In-State	371	371				
Utilities	135	135				
Rents	34	34				
General Operating Expense	263	263				
Other Supplies	20	20				
TOTAL EXPENDITURES	9,974	9,974				

STATE ENERGY RESOURCES ADVISORY BOARD

RICHARD R. J. MORIN, CHAIRMAN
JOHN M. JOSEPH, DIRECTOR
OFFICE OF ENERGY RESOURCES

Central Office: *Telephone:* 289-2196
Location: 55 Capitol St., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1974 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 94; *Unit:* 321; *Unit Citation:* 5 M.R.S.A., Sect. 5007

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The purpose of the State Energy Resources Advisory Board is to provide information and assistance in the development of a state energy resources plan and in the research and development phase of the Office of Energy Resources' activities as requested by the director. The board acts only in an advisory capacity and has no power to control the activities of the office. The Advisory Board also advises the Governor, the Legislature and the Director of the Office of Energy Resources on policy matters relating to energy developments.

ORGANIZATION: The State Energy Resources Advisory Board consists of the following: one member of the House of Representatives to be appointed by the Speaker of the House and one member of the Senate to be appointed by the President of the Senate and one representative of the Public Utilities Commission and with said Legislators to serve ex officio; and 6 members to be appointed by the Governor, such members to be selected on the basis of their interest, education and experience in the areas of energy planning, research and development, to include one representative of industry, one representative of labor, one representative of the academic community, 2 representatives of the general public and one representative of the business community.

PROGRAM: The Energy Resources Advisory Board met five times during FY 79: October, December, March and June.

The Board advised the Director of the Office of Energy Resources on all matters concerning the operation of the Office as well as on energy policy. Major tasks undertaken in FY 79 were review of the 1979 calendar year work program, recommendations on the office legislative package, and formulation of a posture regarding nuclear energy development. In addition, at the request of the Director, the Energy Resources Advisory Board assumed the responsibility of deciding on the award of research and development grants for native energy resource development.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit are, by administrative decision, included with those of the Office of Energy Resources.

LAND CLASSIFICATION APPEALS BOARD

JAMES P. NORRIS, CHAIRMAN

Central Office: *Telephone:* 289-2011
Location: State Office Bldg., Augusta *Floor:* 5
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1977 *Sunset Termination Scheduled to Start by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 94; *Unit:* 323; *Unit Citation:* 36 M.R.S.A. Sect 297

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Land Classification Appeals Board was established to hear appeals on decisions of municipal tax assessors, chief assessors, and the State Tax Assessor acting as assessor of the Unorganized Territory relating to the Tree Growth Tax Law or the Farm and Open Space Tax Law.

The board has the authority to review, hold hearings and amend or reaffirm appealed assessments on forest land, farmland, or open space land following written notice by an aggrieved taxpayer. Board decisions may be appealed to the Superior Court.

ORGANIZATION: The Land Classification Appeals Board was established in 1977 and is comprised of the following: the Commissioner of Finance and Administration or his designee, who shall serve in an advisory capacity as a non-voting member and chairman of the board; the Commissioner of Conservation or his designee; the Commissioner of Agriculture or his designee; the person who, pursuant to Section 584, is currently serving on the Forest Land Valuation Advisory Council as the landowner member.

This board has replaced the Forestry Appeals Board.

PROGRAM: The Board was formally organized in FY 78, and has reviewed three cases during FY 79.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: 36 MRSA Section 297 provides that expenditures of this unit, which amounted to $200 in FY 79, shall be borne by the Bureau of Taxation, the Department of Conservation, and the Department of Agriculture, and are, therefore, included in their financial display.

BOARD OF TRUSTEES, GROUP ACCIDENT & SICKNESS OR HEALTH INSURANCE

COLBURN W. JACKSON, CHAIRMAN

Central Office: *Telephone:* 289-3781
Location: State Office Bldg., Augusta *Floor:* 3
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1968 *Sunset Termination Scheduled to Start by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 94; *Unit:* 352; *Unit Citation:* 5 M.R.S.A., Sect. 285

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Board of Trustees, Group Accident and Sickness or Health Insurance, was established to administer the State employees' insurance program.

ORGANIZATION: The Board of Trustees, established in 1968, consists of six members. Two members are appointed by the Maine State Employees Association; one retired State employee is selected by the presidents of the chapters of the Retired State Employees Association; two State employees are appointed by the Governor; and the Commissioner of the Department of Finance and Administration serves as an ex officio member. The Commissioner holds the master policies.

PROGRAM: The Board of Trustees awarded contracts to Blue Cross and Blue Shield of Maine for basic health care coverage and to Union Mutual Life Insurance Company for major medical coverage for the policy year ending April 30, 1980.

PUBLICATIONS: "Your Health Care Benefits And How To Use Them." (free)

FINANCES, FISCAL YEAR 1979: This unit is not authorized to receive or expend funds.

JUDICIAL COUNCIL

VINCENT L. McKUSICK, CHIEF JUSTICE
STATE OF MAINE CHAIRMAN, EX OFFICIO
PETER J. RUBIN, Executive Secretary

Central Office: *Telephone:* 774-6291
Location: 1 Monument Square, Portland
Mail Address: 1 Monument Square, Portland, Maine 04111

Established: 1935 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 94; *Unit:* 356; *Unit Citation:* 4 M.R.S.A., Sect. 451

Average Count—All Positions: 0 *Permanent Legislative Count:* 1 part-time

PURPOSE: The purpose of the Judicial Council is to make a continuous study of the organization, rules, and methods of procedure and practices of the judicial system of the State of Maine, the work accomplished and the results produced by that system and its various parts.

The Judicial Council reports biennially on or before the first day of December to the Governor on the work of the various branches of the judicial system and also submits for the consideration of the justices of the various courts suggestions with regard to law or practice and procedure. The Council also conducts, in conjunction with the Office of the State Court Administrator, the Maine Criminal Justice's Sentencing Institute.

ORGANIZATION: The organization of the Judicial Council consists of the following: the Chief Justice of the Supreme Judicial Court (Chairman, ex officio), the Attorney General, the Chief Judge of the District Court, the Dean of the University of Maine Law School, together with an active or retired Justice of the Supreme Judicial Court, two Justices of the Superior Court, one Judge of the District Court, one Judge of a Probate Court, one Clerk of Courts, two lawyers and six laymen, the latter to be appointed by the Governor for such periods not exceeding four years, as he may determine. The executive secretary, a part-time contract employee, provides all executive services to the Council.

PROGRAM: The program of the Judicial Council consists of a continuous study of the work of the various courts in Maine, the problems with which they are confronted and ways in which the situation can be improved. The Council meets in consultation session five to six times a year, usually in Augusta, at which time it considers various issues relating to the conduct of the business of the courts. The Council also has in the past advised the Governor and the Legislature directly on matters relating to the operations of the courts in response to specific inquiries.

The Judicial Council has undertaken many major studies and programs aimed at improving the operations of the courts. These have included the 1971 study of the Superior Court, numerous studies on indigent defense, court financing, the probate court, studies relating to the establishment of the District Court, and various other reforms. At the present time, the Council is concerned with the problem of the jurisdiction of the courts, with the continuing problem of defense of the indigent in court, with the continuing problem of adequate judicial compensation and of an adequate pension program for younger judges, and with the increasingly pressing problem of court facilities.

The Judicial Council has frequently prepared legislation to improve reforms and has appeared before legislative committees in an informational capacity in support of this legislation and in connection with other legislation affecting the courts.

PUBLICATIONS: Biennial Report of the Judicial Council for years 1973-74, published, spring of 1975. Copies are available from the State Library without charge.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $4,938.17 in FY 79 and are, by administrative decision, included with those of the Judicial Department.

STATE LOTTERY COMMISSION

PETER GORMAN, ACTING CHAIRMAN
RICHARD CAREY, Director of State Lotteries

Central Office: *Telephone:* 289-2081
Location: 151 Capitol Street, Augusta *Floor:* 1
Mail Address: 151 Capitol Street, Augusta, Maine 04333

Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 94; *Unit:* 364; *Unit Citation:* 8 M.R.S.A., Sect. 351

Average Count—All Positions: 39 *Permanent Legislative Count:* 43

Organizational Units:
Administrative Division
Financial Division
Marketing Division
Production Division
Claim and Licensing Division
Ticket Accounting Division
Subscription Division

PURPOSE: The State Lottery Commission was established to develop, implement and operate the Maine State Lottery so that it may effectively generate additional revenues for the support of the State government. The Commission is authorized to promulgate and amend rules relating to State lotteries, including the apportionment of the total annual revenues for prizes, operating costs and for transfer to the State's General Fund; to make recommendations and set policy for State lotteries; to approve or reject reports of the Director of State Lotteries; and to transact other business that may be properly brought before it.

The Director of State Lotteries is authorized to operate the lotteries in accordance with the law and with the rules and regulations of the Commission; to license agents to sell lottery tickets; to advise the Commission and recommend such matters as deemed necessary and advisable to improve the operation and administration of the lotteries; to enter into contracts for the operation and promotion of the lotteries, subject to the approval of the Commission; to certify monthly to the Governor, Treasurer of State and the Commission a full and complete statement of lottery revenues, prize disbursements and other expenses for the preceding month; and to carry on a continuous study and investigation of the lotteries throughout the State and in other states or countries.

ORGANIZATION: A State lottery to generate additional revenues for deposit to the State's General Fund, approved by public referendum in November, 1973, is administered by the State Lottery Commission and the Director of State Lotteries. The Commission consists of five members appointed by the Governor, for terms of five years, and annually elects one of its members as chairman. The first State Lottery Commission was appointed in January 1974.

The Director of State Lotteries is appointed by the Governor, to serve a term at the pleasure of the Governor. The Director acts as both chief administrative officer and executive secretary of the Commission.

PROGRAM: The State Lottery Commission implemented a new weekly game which went into effect on May 18, 1977, and instant games have been quite successful during the past year. Instant Lottery Games have proven to be very profitable due to instant information as to the results of the purchase.

A taped, weekly five-minute television show informs the public of the winning numbers and keeps the public abreast of current Lottery activities. The new weekly game is designed to include Bonus Games which will be used in the near future as supplements to the weekly game.

LICENSES, PERMITS, ETC.:

License:

Lottery Sales Agent: Licenses are issued for a period of one year and are renewed annually.

PUBLICATIONS: Feedback, a newsletter published quarterly distributed to sale agents. Copies can be obtained upon request of the Commission.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE LOTTERY COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	220,363					220,363
Legislative Approp/Alloc	1,421,237					1,421,237
TOTAL RESOURCES	1,641,600					1,641,600
EXPENDITURES						
Salaries and Wages	415,387					415,387
State Share of Retirement	48,092					48,092
Prof Service, Not By State	291,573					291,573
Computer Service, By State	27,230					27,230
Travel Expenses, In-State	8,476					8,476
Travel Expense, Out-State	2,477					2,477
Operation—State Vehicles	24,819					24,819
Utilities	14,972					14,972
Rents	38,746					38,746
Repairs	916					916
Insurance	12,245					12,245
General Operating Expense	301,304					301,304
Other Supplies	9,054					9,054
Depreciation	17,235					17,235
Grants to Pub. & Priv. Orgs.	5,500					5,500
Pensions	243					243
Trans. to Gen.-Fund Sta-Cap	21,251					21,251
TOTAL EXPENDITURES	1,239,520					1,239,520

MAINE MUNICIPAL BOND BANK

LINCOLN L. ADAM, CHAIRMAN
HENRY G. BOUCHARD, Executive Director

Central Office: *Telephone:* 622-9386
Location: 35 Community Drive, Augusta
Mail Address: 35 Community Drive, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 94; *Unit:* 376; *Unit Citation:* 30 M.R.S.A., Sect. 5164

Average Count—All Positions: 2 *Permanent Legislative Count:* 0

PURPOSE: The Maine Municipal Bond Bank was established to reduce overall long-term borrowing costs of governmental units within the State for capital improvement projects through lower interest rates and reduced processing costs of bond issues. The Bond Bank is empowered to issue bonds and notes in its own name and to use the proceeds therefrom to directly purchase the bonds or notes of governmental units. The result is to combine a number of smaller bond issues into a single attractive package which the Maine Municipal Bond Bank then offers to the national market.

ORGANIZATION: The Maine Municipal Bond Bank, established in 1972, consists of a five-member Board of Commissioners, including the Treasurer of State and the Superintendent of Banks and Banking, ex officio, and three Commissioners appointed by the Governor, for terms of three years. The Board elects one of its members as chairman and appoints an Executive Director who also serves as both secretary and treasurer.

No State appropriations are allocated to the Maine Municipal Bond Bank, nor do governmental units presently pay any fees for services provided. Operating expenses are covered by bond premiums and income from investment of reserve and operating funds.

PROGRAM: In December, 1978, a bond offering was issued for $13,750,000 which helped a total of fourteen governmental units finance their capital projects. The Issue was rated Aa by Moody's and AA by Standard & Poor. Concurrently with the bond issues, the Maine Municipal Bond Bank assists governmental units, especially the smaller units, with their long-term financial plans and debt management problems.

PUBLICATIONS:
Annual Report

FINANCES, FISCAL YEAR 1979: The State accounting records for FY 79 do not contain any accounts assigned to this unit. Operating expenses are covered by bond premiums and income from investment of reserve and operating funds.

MUNICIPAL VALUATION APPEALS BOARD

HARRY G. SHULMAN, CHAIRMAN
ALICE V. WHITE, Clerk

Central Office: *Telephone:* 289-2615
Location: 51 Water Street, Hallowell
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 94; *Unit:* 378; *Unit Citation:* 36 M.R.S.A., Sect. 291

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Municipal Valuation Appeals Board was established to hear any municipality deeming itself aggrieved by the State valuation placed on it by the Director of the Bureau of Taxation, provided the municipality files a written notice of appeal within proper time limits, and to raise, lower or sustain the State valuation and render its decision, which may be appealed to the Supreme Court, no later than January fifteenth following the date on which the appeal is taken. The Board is authorized to administer oaths, take testimony, hold hearings, summon witnesses and subpoena records, files and documents as it deems necessary, and to promulgate rules and regulations governing procedure before it. The Board is also authorized to hear municipalities which are appealing findings by the State Bureau of Taxation that assessing standards and the quality of assessing are below the minimum standards established by the Maine Legislature.

ORGANIZATION: The Municipal Valuation Appeals Board, established in 1969, consists of five members appointed by the Governor, for terms of three years. Two members must be former town assessors who have served at least five years in that capacity; two members must be former city assessors who have served at least five years in that capacity; and one member must be other than a town or city assessor. The chairman is elected by the Board for a term of one year.

PROGRAM: The Municipal Valuation Appeals Board received appeals requests from 12 municipalities, compared with 37 for the preceding fiscal year. One town withdrew its request and five others accepted reductions by the State Bureau of Taxation prior to the hearing dates.

Of five municipalities appearing for hearings, three were granted reductions. Two were denied requests for changes in their valuations. Of these latter, one had asked that the State Valuation be increased.

In keeping with a decision made in 1978, the Board scheduled all hearings at its quarters in the Wingate Building, Hallowell. Municipalities were given a choice of three possible hearing dates, as a move to reduce requests for postponements.

Because there were fewer hearings, the Board was able to eliminate one part-time position. The office is presently staffed by one clerk-typist three days per week, with calls on Thursday and Friday covered by an answering service. Two members of the Board have agreed to make themselves available to answer calls on those days. Vacations will also be covered by the answering service, with the Chairman and one other member standing by for possible phone calls.

Four towns appealed findings by the State Bureau of Taxation that they had failed to meet minimum assessment ratios. At the ensuing hearings the Board devoted considerable time with the local assessors discussing accepted assessing techniques and suggesting ways to improve deficiencies in their respective towns.

The Board, with assistance from the Secretary of State's office, prepared a new set of rules and guidelines for assessors contemplating appeals. These were forwarded to each and every municipality after being submitted to the Attorney General's office for review and approval. They were filed with the Secretary of State.

As a continuing policy, the Board scheduled meetings with various state agencies, local assessors, and appraisal firms. Two members of the Board attended sessions of the annual Assessors School at Bowdoin College. One Board member served as an instructor at the school.

With the Property Tax Division now more adequately staffed to permit field men more time to work with part-time assessors, it is the feeling of the Board that assessing will continue to show improvement. More assessors are attending the Bowdoin school each year. This combination of events should tend to hold down the number of appeals in the future.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MUNICIPAL VALUATION APPEALS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	31,715	31,715				
Transfers—Non-Federal $	853	853				
TOTAL RESOURCES	32,568	32,568				
EXPENDITURES						
Salaries and Wages	13,044	13,044				
State Share of Retirement	885	885				
Prof Service, Not By State	504	504				
Travel Expenses, In-State	1,885	1,885				
Utilities	806	806				
Rents	2,600	2,600				
Repairs	121	121				
Insurance	515	515				
General Operating Expense	288	288				
Other Supplies	279	279				
Equipment Purchases	683	683				
TOTAL EXPENDITURES	21,610	21,610				

PROBATE LAWS REVISION COMMISSION

JOHN B. ROBERTS, CHAIRMAN
H. DAVISON OSGOOD, Secretary-Treasurer

Central Office: *Telephone:* 773-8013
Location: 95 Exchange St., Portland
Mail Address: 95 Exchange St., Portland, Maine

Established: 1973 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 94; *Unit:* 403; *Unit Citation:* 1973 P & SL, Chap. 126

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The purpose of the Commission is to recommend a revision and rearrangement of existing laws relating to estates and administration, with necessary repealers, after due consideration of the probate laws of other states and the Uniform Probate Code, all with the purpose of presenting to the legislature "a fully modern, integrated and consistent Probate Code." The commission's statutory charge also includes a study of the feasibility of family courts.

ORGANIZATION: The Commission consists of 15 persons, a Chairman, Vice Chairman, Secretary-Treasurer and twelve other members appointed pursuant to the enabling legislation.

PROGRAM: The Commission completed its study of the substantive probate law of Maine, and submitted proposed legislation to the 109th Legislature as L.D. No. 1. The Commission also submitted to the Legislature both a summary report of its proposed bill, and a comprehensive report of its entire study of the substantive probate law. Three public information meetings concerning the legislative proposals were held in Orono, Lewiston, and Portland in November and December, 1978, prior to the beginning of the legislative session. These public informational meetings were jointly sponsored by the Commission and the Judiciary Committee of the legislature. Five public hearings were held by the Judiciary Committee, as well as numerous work sessions. The bill was passed by the Legislature and signed into law by the Governor.

The Commission is currently completing its study of the probate court structure, and intends to present recommendations to the next session of the legislature.

PUBLICATIONS:

L.D. 1, 109th Legislature (283 pages, with commentary)

Report to the Legislature and Summary of the Commission's Study and Recommendations Concerning Maine Probate Law (51 pages)

Report of the Commission's Study and Recommendations Concerning Maine Probate Law (737 pages)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PROBATE LAWS REVISION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	10,342	10,342				
TOTAL RESOURCES	10,342	10,342				
EXPENDITURES						
Prof Service, Not By State	8,255	8,255				
Travel Expenses, In-State	635	635				
Rents	34	34				
General Operating Expense	852	852				
TOTAL EXPENDITURES	9,776	9,776				

(BOARD OF TRUSTEES OF THE) MAINE STATE RETIREMENT SYSTEM

ROBERT BOURGAULT, CHAIRMAN, BOARD OF TRUSTEES
WILLIAM G. BLODGETT, Executive Director

Central Office: *Telephone:* 289-3461
Location: State Office Bldg., Augusta *Floor:* 4
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1947 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 94; *Unit:* 411; *Unit Citation:* 5 M.R.S.A., Sect. 1002

Average Count—All Positions: 35 *Permanent Legislative Count:* 41

Organizational Units:
Maine State Retirement System
Group Life Insurance
Social Security

PURPOSE: The major goal of the (Board of Trustees of the) Maine State Retirement System is to administer the Maine State Retirement System, to provide retirement benefits for retiring members of the System and their beneficiaries, disability allowances for disabled members, and survivors of deceased members prior to the member's retirement; and to administer the State's Group Life Insurance plan.

The (Board of Trustees of the) Maine State Retirement System formulates policies and is responsible for the general supervision of the system according to law, of the State's Group Life Insurance plan, Survivor Benefit plan, Retirement Allowance Adjustments and Social Security as it applies to Maine's political subdivisions. The administrative responsibility is vested in the Executive Director who is appointed by the Board.

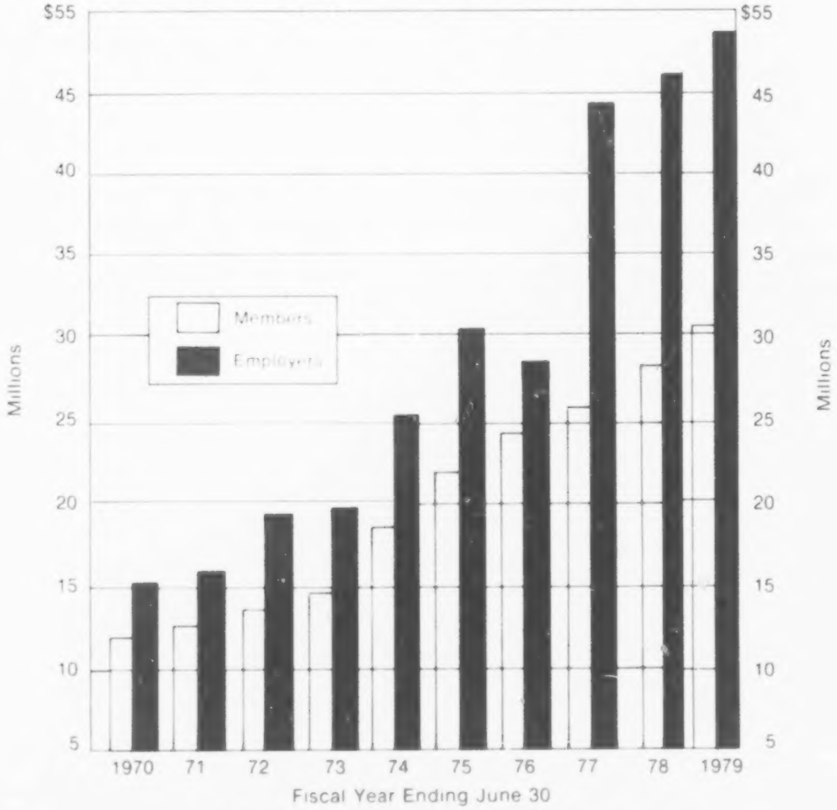
ORGANIZATION: A joint contributory retirement system covering all public school teachers, state employees (except members of the judiciary, and state police officers employed before 1943), and the employees of 248 cities, towns, counties, various municipal type units, and certain educational institutions was created by the Legislature in 1947.

The System is under the supervision of a seven member board of trustees which is responsible for the formulation of policies and the exercise of general supervision under the statutes. Administrative responsibility is vested in an executive director appointed by the Board. Board members, who serve for a three-year term, include three members appointed by the Governor and subject to review by the Joint Standing Committee on Aging, Retirement & Veterans and to confirmation by the Legislature, one of whom shall be a retired teacher selected from a list of three nominees submitted by the Maine Retired Teachers Association; one member elected by the Maine State Employees Association; one member elected by the Maine Teachers Association; one member appointed by the Maine Municipal Association, who is a member of the System through a participating local district; and one member who is receiving a retirement allowance under the System selected by the foregoing members of the Board. The Board elects a chairman from its membership and names a consulting actuary, whose duties include the computation of all retirement benefits and a recommendation on funding requests to the Legislature in order that the System be maintained in a solvent position. A Medical Board consisting of three physicians not eligible to participate in the System, is also provided for under the law.

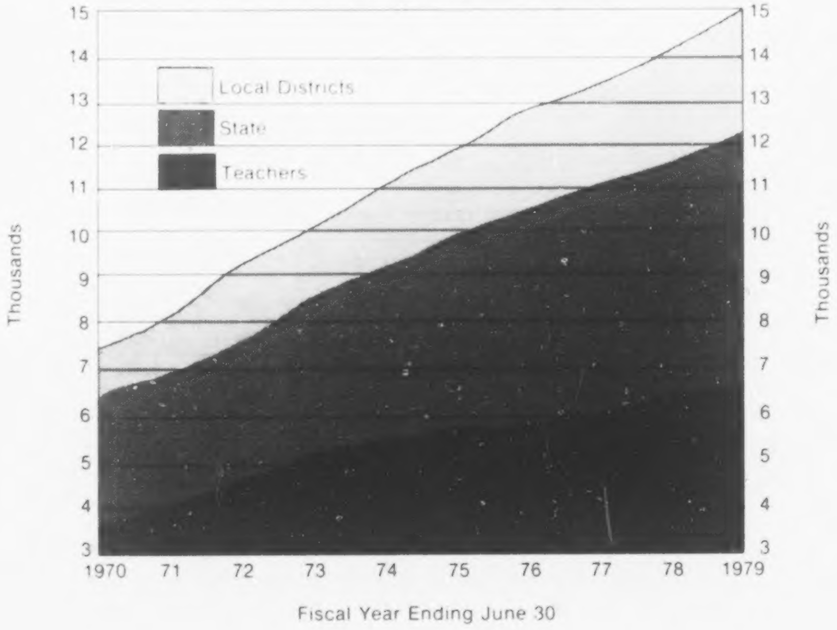
PROGRAM: Membership in the System at June 30, 1979, was comprised of 42,345 active members (17,774 teachers, 13,989 state employees and 10,582 employees of participating local districts). In addition there were 21,082 inactive accounts on the System's records (10,939 teachers, 7,343 state employees and 2,800 participating local district former employee accounts).

Trust reserves of the Maine State Retirement System as of June 30, 1979, totalled

MEMBERS AND EMPLOYERS CONTRIBUTIONS

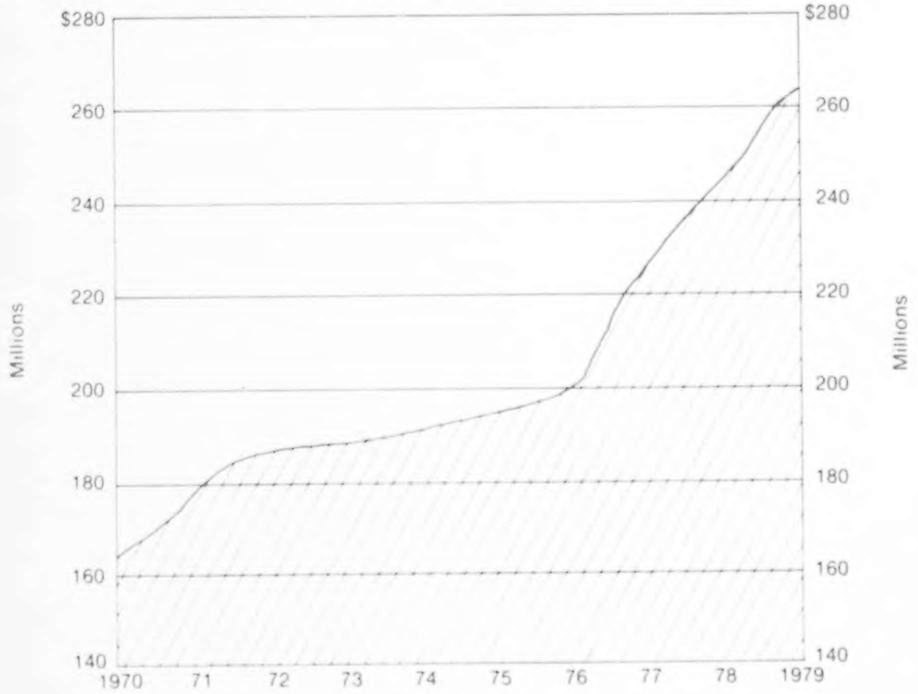


RETIREMENT ALLOWANCE RECIPIENTS



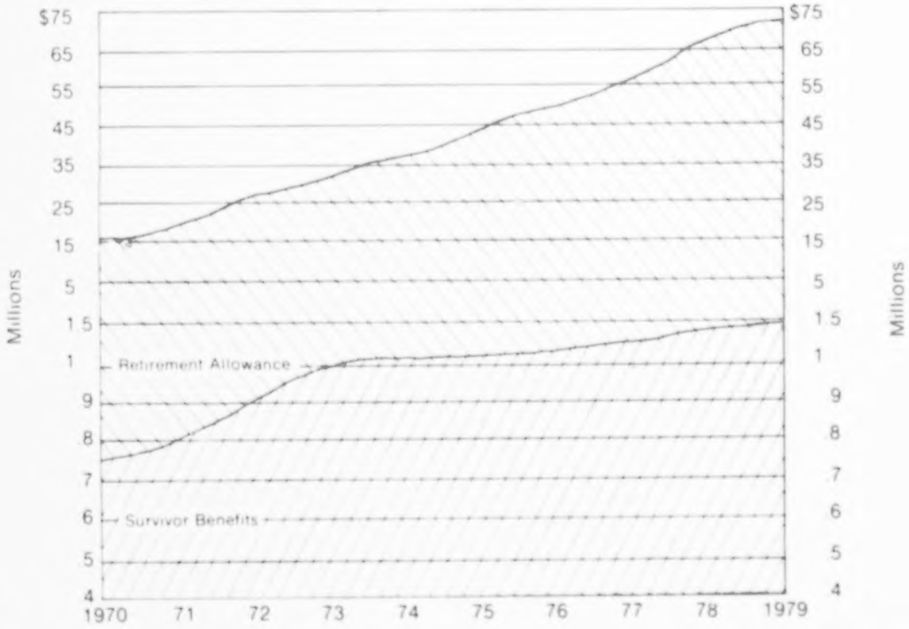
MAINE STATE RETIREMENT SYSTEM

ASSETS OF FUND



Fiscal Year Ending June 30

RETIREMENT AND SURVIVOR PAYMENTS



Fiscal Year Ending June 30

$262,819,510, an increase of $21,468,625 over trust reserves at the beginning of the year. The year end composition of these reserves was as follows:

State Employees	$121,741,250
Teachers (post 7/1/24)	175,746,937
Teachers (Pre 7/1/24)	(122,108,772)
Participating Local Districts	87,440,095
	$262,819,510

The caption labeled (Pre 7/1/24) reflects the accumulative expenditures by the M.S.R.S. for this group of teachers, who first started to teach before July 1, 1924, in excess of funding provided by the State and the respective teacher group. Previous requests by the Board of Trustees for funding for this group of teachers have been denied.

State contributions to the System during the past year totalled $38,251,260, of which $20,064,038 was made on account of teachers and $18,187,222 on account of state employees. Participating local districts made contributions on behalf of employees totalling $13,749,234. Individual members made contributions totalling $30,544,619 as compared to $28,002,557 during the previous year as noted by the following tabulation:

	1978-79	1977-78
Teachers	$13,904,534	$12,632,853
State Employees	10,056,634	9,339,152
Participating Local Districts	6,583,452	6,030,552
	$30,544,620	$28,002,557

During the past year new retirements processed totalled 992, representing 366 teachers, 354 state employees and 272 local district employees. This represents a decrease of 192 retirement authorizations processed as compared with the previous year. As of the year end there were 14,991 persons on the retirement payroll who were paid benefits for the month of June totalling $5,984,501. There were 6,626 teachers, 5,677 state employees and 2,688 employees retired from participating local districts. The number of retirement benefits being paid as of June, 1979 increased 719 over retirement payments being made at the beginning of the year.

Retired persons and their beneficiaries were paid retirement allowances of $70,807,529 during the year, which represented an increase of $6,805,123 over benefits paid during the previous fiscal year. This increase was due for the most part to additional retirees being added to the retirement payroll, and in part to a 4% cost-of-living increase paid to retired state employees, teachers and employees of certain participating local districts which have accepted the cost-of-living feature of the M.S.R.S. statutes, in September of 1978.

The following data, which reflects the average retirement allowance under Full Benefits and age at retirement (exclusive of special groups):

	State Employees	
	Annual Benefit	**Retirement Age**
1976	$4059.00	62.35 yrs.
1977	$4102.00	62.19 yrs.
1978	$4839.00	61.23 yrs.
1979	$4400.00	62.07 yrs.
	Teachers	
1976	$4557.00	62.12 yrs.
1977	$5372.00	62.55 yrs.
1978	$6026.00	61.06 yrs.
1979	$6372.00	60.29 yrs.

Survivor Benefit allowances are paid to survivors (spouse-children-parents) of former members of the System, whose death occurred prior to retirement. Total payments to this category of beneficiaries was $1,461,604 during the year, an increase of $69,496 over payments of this type during the previous year.

Total administrative expenses for the fiscal year were $623,820, an increase of $49,775 over comparable expenses for the previous year. The major increase was in the personal services category ($33,574), and was due to salary increases granted staff members as the result of contract negotiations, which were retroactive to July 1, 1978, and annual merit increases. Other increases were noted in actuarial ($8,753), data processing ($8,302) and state overhead charges ($5,195). A change in the accounting for retired health insurance premiums was made during the year, which excludes these charges from the Administrative Expenses category. Retiree health insurance premiums totalled $938,377, an increase of $154,784 or 19% over the previous year. This increase was due primarily to additional state employees retiring during the year who were a part of the health insurance program and whose health insurance premiums are paid by the Maine State Retirement System.

During the past fiscal year staff members of the System have met with 43 groups of public school teachers, state employees and employees of participating local districts (active and retired), to review and explain the System's benefit provisions with respect to retirement, survivor benefits, disability retirement and group life insurance.

STATISTICS

MEMBERSHIP—June 30, 1979:	*Active*	*Inactive*
State Employees	13,989	7,343
Teachers	17,774	10,938
Participating Local Districts	10,582	2,800
TOTAL	42,345	21,081

RETIREMENT ALLOWANCES—Authorized Year Ended June 30, 1979:		*Percent*
State Employees	354	35.7%
Teachers	366	36.9%
Participating Local Districts	272	27.4%
TOTAL	992	

SURVIVOR BENEFITS—Authorized Year Ended June 30, 1979:		*Percent*
State Employees	22	53.6%
Teachers	11	26.8%
Participating Local Districts	8	19.6%
TOTAL	41	

Participating Local Districts	
Towns	100
Sewer & Water Districts	41
Cities	19
School Administrative Districts	17
Counties	16
Housing Authorities	9
Public Libraries	4
Miscellaneous	42
TOTAL	248

FINANCIAL HIGHLIGHTS	*1979*	*1978*
Assets of the Fund at Year End	$263,819,656	$242,114,704
Net Income From Investments	17,376,101	12,521,208
Year End Investments (Cost)	247,923,508	230,676,904
Year End Investments (Market)	258,369,957	230,171,365
Corporate Stocks in Portfolio (Cost)	105,688,128	100,538,385
Percent of Portfolio	42.7%	43.6%
Bonds in Portfolio (Cost)	111,107,156	104,052,377
Percent of Portfolio	44.8%	45.1%
Mortgages in Portfolio (Cost)	6,445,242	7,216,835
Percent of Portfolio	2.6%	3.1%
Insured Guaranteed Contract (Cost)	5,000,000	5,000,000
Percent of Portfolio	2.0%	2.2%
Time Deposits in Portfolio (Cost)	999,726	5,502,836
Percent of Portfolio	.4%	2.4%
Commingled Trust Fund	18,683,256	8,366,471
Percent of Portfolio	7.5%	3.6%

RETIREMENT ALLOWANCES paid—June 30, 1979

	Value		*Persons*	
	Dollars	*Percent*	*Number*	*Percent*
State Employees	$2,065,800	34.5%	5,677	37.9%
Teachers	3,168,189	52.9%	6,626	44.2%
Participating Local Districts	750,512	12.6%	2,688	17.9%
TOTAL	$5,984,501		14,991	

SURVIVOR BENEFITS paid—June 30, 1979

	Value		*Persons*	
	Dollars	*Percent*	*Number*	*Percent*
State Employees	$ 71,219	57.8%	409	57.3%
Teachers	32,265	26.2%	169	23.7%
Participating Local Districts	19,741	16.0%	136	19.0%
TOTAL	$ 123,225		714	

MAINE STATE RETIREMENT SYSTEM
Balance Sheet
June 30, 1979

Assets

Investments:	
Bonds	$111,107,155.78
Common Stocks	105,688,127.74
Mortgages	6,445,242.03
Commingled Fund:	
Morgan Guaranty Trust Company	15,533,248.40
Travelers Insurance Co.	3,150,007.57
	18,683,255.97
Insured Guaranteed Contract	5,000,000.00
Cash—Time Deposits	999,726.29
Total Investments	247,923,507.81
Other Assets:	
Cash (Demand Deposit)*	11,422,435.33
Cash (Fiduciary)	707,726.48
Accrued Interest	3,586,374.86
Accounts Receivable (Net)	179,611.77
Total Other Assets	15,896,148.44
Total Assets	$263,819,656.25

Trust Reserves & Liabilities

	Total Fund	*State*	*Teachers Post—7/1/24*	*Teachers Pre—7/1/24*	*Participating Districts*
Trust Reserves:					
Members Contribution Fund—Current	$209,911,048.27	$ 71,556,482.68	$102,997,016.94	$ ——	$35,357,548.65
Members Contribution Fund—Prior	332,591.01	——	332,591.01	——	——
Retirement Allowance Fund	41,686,545.43	47,070,671.78	65,827,520.04	(122,108,772.03)	50,897,125.64
Survivor Benefit Fund	10,889,325.21	3,114,095.07	6,589,809.39	——	1,185,420.75
Total Trust Reserves	262,819,509.92	121,741,249.53	175,746,937.38	(122,108,772.03)	87,440,095.04
Liabilities & Operating Reserves:					
Accounts Payable	75,049.63	23,738.20	34,267.66	——	17,043.77
Reserve for Expenditures	353,411.23	133,023.98	158,186.87	——	62,200.38
State Retirees Health Insurance	571,685.47	571,685.47	——	——	——
Total Liabilities & Operating Reserves	1,000,146.33	728,447.65	192,454.53	——	79,244.15
Total Reserves & Liabilities	$263,819,656.25	$122,469,697.18	$175,939,391.91	($122,108,772.03)	$87,519,339.19

Post 7/1/24—Includes teachers who began teaching after this date and have made retirement contributions since July 1924

Pre 7/1/24—Includes teachers who began teaching before this date and who were not required to make retirement contributions until 1945

*—Invested in State Treasurer's "Cash Pool"

MAINE STATE RETIREMENT SYSTEM
ANALYSIS OF CHANGES IN TRUST FUND RESERVES
YEAR ENDING JUNE 30, 1979

Balance July				$241,350,884.84
Adjustment of Balance Forward				18,228.05
				241,369,112.89
ADDITIONS				
State Contributions				
Teachers:				
Revenue Sharing	$13,600,014.87			
General Fund	6,464,023.00			
		$20,064,037.87		
State Employees:				
General Fund	8,031,242.28			
Highway Fund	4,936,453.40			
Federal Program Fund	2,792,035.22			
Special Revenue Fund	1,468,883.80			
All Other Funds	958,607.56			
		18,187,222.26		
Total State Contributions			$38,251,260.13	
Participating Local Districts			13,749,234.70	
Individual Members			30,544,619.53	
Total Contributions			82,545,114.36	
Net Income From Investments			17,376,101.11	
TOTAL ADDITIONS				99,921,215.47
				341,290,328.36
DEDUCTIONS				
Retirement Allowance Paid	**Number**			
Council Order	4	3,082.80		
Legislative Resolves	11	42,029.04		
Retirement Full Benefits	6532	23,395,415.41		
Ordinary Disability:				
Old Law	86	421,484.96		
Chapter 622, PL 1975	266	1,555,224.67		
Service Incurred Disability	123	488,467.59		
Option I	1547	5,087,199.92		
Option II	1354	4,627,691.82		
Option III	1646	8,013,387.60		
Option IV	375	1,600,028.96		
Option II—Beneficiary	347	727,158.08		
Automatic Option II—Beneficiary	436	1,001,220.24		
Option III—Beneficiary	423	646,202.85		
Option IV—Beneficiary	225	436,556.03		
Automatic Option IV—Beneficiary	88	146,329.65		
Service Incurred Death—P&F	6	33,332.52		
15-Year Teachers	153	155,008.90		
10-Year Vested Right	1002	1,403,221.88		
Service Incurred Death—Sheriffs & Deputies	5	41,643.48		
20-Year Teachers	34	33,862.99		
Law Enforcement Officers—				
Marine Resources	24	143,191.93		
Fish & Wildlife	67	402,539.08		
State Police	114	723,189.37		
25-Year Service—Age 55	13	54,279.00		
Forest Rangers	3	15,216.60		
Fire Fighters & Police—				
Spec. Prov.—Sec. 1121	7	49,194.84		
Spec. Prov.—Sec. 1092	23	129,608.17		
Benefits by P & S Laws	63	105,458.76		

Prison Guards—Section 1121				
Sub-Section 2-F	9	47,280.12		
Special Benefits—Sec. 1092				
Sub-Section 4	5	10,171.80		
			51,538,699.06	
Retirement Allowance Adjustment Paid				
Council Order		6,750.06		
Legislative Resolves		4,894.68		
Retirement Full Benefits		9,169,250.73		
Ordinary Disability:				
Old Law		79,942.06		
Chapter 622, PL 1975		189,004.08		
Service Incurred Disability		181,580.39		
Option I		2,628,734.87		
Option II		1,290,136.52		
Option III		2,672,965.47		
Option IV		399,342.73		
Option II—Beneficiary		379,618.58		
Automatic Option II—Beneficiary		523,325.01		
Option III—Beneficiary		445,794.41		
Option IV—Beneficiary		90,287.49		
Automatic Option IV—Beneficiary		47,421.44		
Service Incurred Death—P&F		14,951.94		
15-Year Teachers		109,192.15		
10-Year Vested Right		542,596.97		
Service Incurred Death				
Sheriffs & Deputies		9,684.90		
20-Year Teachers		27,948.45		
Law Enforcement Officers—				
Marine Resources		35,650.94		
Fish & Wildlife		118,539.86		
State Police		194,032.04		
25-Year Service—Age 55		29,527.42		
Forest Rangers		4,481.16		
Fire Fighters & Police—				
Spec. Prov.—Sec. 1121		15,478.80		
Spec. Prov.—Sec. 1092		29,792.76		
Benefits by P & S Laws		14,710.64		
Prison Guards—Section 1121				
Sub-Section 2-F		12,742.28		
Special Benefits—Section 1092				
Sub-Section 4		451.34		
			19,268,830.17	
Survivor Benefits	**Number**			
Accidental Death—				
Service Incurred	11	24,588.59		
Spouse—Age 60	240	389,972.11		
Spouse—10-Year Clause	183	291,391.40		
Spouse—Children	190	584,643.59		
Children	54	115,627.13		
Parents	28	55,381.64		
			1,461,604.46	
Refunds				
To Former Members		5,914,021.28		
To Beneficiaries of Deceased Members		159,985.08		
To Survivor of a Disability Recipient		35,874.99		
To Beneficiary of Deceased—Option I		91,732.06		
			6,201,613.41	
Other Deductions				
Other Charges to Members				
Contribution Fund			71.34	
TOTAL DEDUCTIONS				78,470,818.44
Balance June 30				$262,819,509.92

MAINE STATE RETIREMENT SYSTEM
Administration Funds
Fiscal Year Ending June 1979 and 1978

	1979		1978		*Participating Districts Actuarial Services* 1979	*Participating Districts Actuarial Services* 1978
Revenue:						
State Contributions						
Teachers						
Revenue Sharing	$252,327.00		$239,047.00			
General Fund	84,109.00	$336,436.00	79,682.00	$318,729.00		
State Employees						
General Fund	124,226.61		105,857.82			
Highway Funds	69,273.01		61,754.39			
Federal Program Funds	47,333.74		——			
Special Revenue Funds	20,034.85		58,597.41			
Other State Funds	21,916.61	282,784.82	20,991.06	247,200.68		
Total State Contributions		619,220.82		565,929.68		
Participating Districts		. 132,320.55		103,917.11	$53,305.00	$51,906.05
Miscellaneous Income		100.00		361.77		
Total Revenue		751,641.37		670,208.56	53,305.00	51,906.05
Expenditures:						
Personal Services		322,147.78		288,573.83		
Actuarial Services						
Towne & Associates		22,690.80		13,937.44	53,305.00	51,906.05
Seal & Lohse		7,000.00		——		
Data Processing		54,717.03		46,415.47		
Utilities		4,685.97		3,953.99		
Postage & Mailing		36,616.45		33,613.44		
Repairs to Equipment		8,285.02		9,220.93		
Printing & Binding		14,915.87		10,434.51		
Office Supplies		7,618.27		6,110.39		
Retirement Costs		40,515.24		37,290.92		
Research & Legal Services		19,285.06		23,022.04		
Health Insurance		11,086.48		11,221.21		
STA-CAP Costs		65,983.92		60,788.19		
General Operating Costs		8,097.45		11,235.78		
Office Equipment		175.40		18,227.83		
Total Expenditures		623,820.74		574,045.97	53,305.00	51,906.05
Current Year Reserves		127,820.63		96,162.59		
Prior Year Reserves		225,590.60		129,428.01		
Balance of Reserves		$353,411.23		$225,590.60	—0—	—0—

Note: Expenditures for the 1979 year have been reduced by $82,521.78 and charged to the Insurance ($32,670.00) and Social Security ($49,851.78)

State Employee Retiree Health Insurance
Fiscal Year Ending June 1979 and 1978

	1979	*1978*
Revenue:		
General Fund	$ 569,058.63	$388,191.75
Highway Funds	317,326.60	226,459.83
Federal Program Funds	216,826.94	——
Special Revenue Funds	91,775.85	214,882.87
Other State Funds	100,395.90	76,976.43
Total Revenue	1,295,383.92	906,510.88
Expenditures:		
Health Insurance Premiums	938,377.25	783,593.11
Current Year Reserves	357,006.67	122,917.77
Prior Year Reserves	214,678.80	91,761.03
Balance of Reserves	$ 571,685.47	$214,678.80

PUBLICATIONS:

Maine State Retirement System Laws, 1978 Revision

Informational Handbook—Maine State Retirement System—For State Employees and Public School Teachers—1978 Revision—For Employees of Participating Districts—1977 Revision

Explanation of Group Life Insurance—Basic, Supplemental and Dependent

Report of the Maine State Retirement System for the Fiscal Year Ended June 30, 1978

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(BOARD OF TRUSTEES OF THE) MAINE STATE RETIREMENT SYSTEM	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	76,579,792					76,579,792
Bal Brt Fwd— Encumbered	3,621					3,621
Interest/Investment/Rents	18,840,255					18,840,255
Revenue From Local Govts	11,890,850					11,890,850
Revenue—Private Sources	182,601					182,601
Fees Charged For Services	100					100
Receipts From Other Funds	37,100,607					37,100,607
Legislative Approp/Alloc	224,238	224,238				
Adjustment of Balance Fwd	17,433					17,433
Transfers—Non-Federal $	−304,803					−304,803
TOTAL RESOURCES	144,534,694	224,238				144,310,456
EXPENDITURES						
Salaries and Wages	380,561					380,561
State Share of Retirement	43,753					43,753
Prof Service, Not By State	608,196					608,196
Computer Service, By State	59,090					59,090
Travel Expenses, In-State	4,936					4,936
Travel Expense, Out-State	1,076					1,076
Operation—State Vehicles	16					16
Utilities	5,060					5,060
Rents	2,400					2,400
Repairs	8,947					8,947
Insurance	12,006					12,006
General Operating Expense	55,795					55,795
Other Supplies	8,321					8,321
Pensions	54,671,538					54,671,538
Equipment Purchases	189					189
Debt Retirement, Interest	6,749,796					6,749,796
Chgs. To Asset/Liab. Accts.	1,705,474					1,705,474
Trans. to Trust Fund	67,238	67,238				
Trans to Gen-Fund, Sta-Cap	71,257					71,257
Misc Ins/Retirmnt Fd Tran	29,649,398	157,000				29,492,398
TOTAL EXPENDITURES	94,105,047	224,238				93,880,809

COMMISSION ON ENERGY EFFICIENCY BUILDING PERFORMANCE STANDARDS

GEORGE TERRIEN, CHAIRPERSON
RICHARD E. DARLING, Supervisor, Conservation Programs, Office of Energy Resources

Central Office: *Telephone:* 289-2195
Location: 55 Capitol Street c/o OER
Mail Address: 55 Capitol Street c/o OER, Augusta, Maine 04333

Established: June 1977 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 94; *Unit:* 431; *Unit Citation:* P&SL 1977, Sect 57

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The objectives of the Commission were twofold: 1) to investigate the need for energy efficiency building performance standards in Maine; 2) to recommend Legislative and/or Executive action to put energy efficiency building performance standards in place and to implement such standards if the need for such standards was determined.

ORGANIZATION: The Commission met for the first time on May 1, 1978. At that meeting the following officers were selected from the commissioners:

George Terrien, Architect: Chairperson
Christine Szegeti-Johnson, Municipal Official: Vice Chairperson
Philip Roy, Contractor: Secretary, Treasurer.

This was the only formal structure adopted by the Commission.

PROGRAM: During the period May 1, 1978, to October 15, 1978, the Commission met nine times. At these meetings the Commission discussed the need for energy efficiency standards and, after determining that there was a need for such standards, developed draft standards for residential and non-residential buildings. The Commission then held four public hearings, in Bangor, Presque Isle, Portland and Augusta. After the conclusion of the hearings, two more meetings were held to revise the standards, pursuant to the comments received at the hearings. A redraft of the standards was again brought before public hearing in November. The Commission then drafted a legislative package and after two meetings, presented a package of recommendations to the Legislative Council on January 2, 1979. Although this concluded the formal activity of the Commission, a final meeting was held in February 1979 to discuss the legislative recommendations and the role which the Commission would play during the legislative session.

PUBLICATIONS:

Draft Energy Conservation Building Performance Standards for Residential Buildings
Draft Energy Conservation Building Performance Standards for Non-Residential Buildings

FINANCES, FISCAL YEAR 1979: P&SL Chapter 57 provides that expenditures of this unit, which amounted to $11,520 in FY 79, shall be borne by the Office of Energy Resources and are, therefore, included in its financial display.

NEW ENGLAND INTERSTATE PLANNING COMMISSION

ALLEN G. PEASE, DIRECTOR, STATE PLANNING OFFICE

Central Office: *Telephone:* 289-3261
Location: 184 State St., Augusta
Mail Address: Statehouse, Augusta, Maine 04333 *Sunset Review:* Not Established
Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 98; *Unit:* 394; *Unit Citation:* 10 M.R.S.A., Sect. 304
Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: It is the purpose of this Commission to provide, in the New England region, improved facilities and procedures for the coordination of the policies, programs and activities of interstate significance in the New England region in the field of physical, social and economic resources and to study, investigate and plan appropriate governmental activities with respect to the conservation, development and use of the same; to provide means by which interstate conflicts may be resolved; and to provide procedures for interstate coordination of the interests of all public and private agencies, persons and entities in the fields covered by this compact, and to provide an organization for cooperation in such coordination.

ORGANIZATION: The commission consists of one member from each party state to be appointed and to serve, in accordance with and subject to the laws of the State which he/she represents. Any member of the commission may be represented by an alternate with power to act in his/her place and stead, if the laws of the state so provide and if notice of the designation of such alternate is given to the commission in such manner as its bylaws may provide.

PROGRAM: As other New England States have not become members, the New England Interstate Planning Commission has not been activated. The New England River Basins Commission and the New England Regional Commission are expected to carry out these regional planning functions.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit are, by administrative decision, included with those of the State Planning Office.

MAINE INSURANCE GUARANTY ASSOCIATION

FRANK R. FOWLES, JR., CHAIRMAN OF BOARD
LEO H. TROSS, Vice Chairman
PAUL M. GULKO, Executive Secretary

Central Office: *Telephone:* 775-5621
Location: 400 Congress Street, Portland (617) 742-0370
Mail Address: 3 Center Plaza, Boston, Mass. 02108

Established: 1970 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 00; *Umbrella:* 99; *Unit:* 353; *Unit Citation:* 24-A M.R.S.A., Sect. 4436

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The purpose of this organization is to provide a mechanism for the payment of covered claims under certain insurance policies, to avoid excessive delay in payment, to avoid financial loss to claimants or policyholders because of the insolvency of an insurer, to assist in the detection and prevention of insurer insolvencies, and to provide an association to assess the cost of such protection among insurers.

ORGANIZATION: The board of directors of the association consists of not less than 7 persons serving terms as established in the plan of operation. The members of the board are selected by member insurers subject to the approval of the commissioner. Vacancies on the board shall be filled for the remaining period of the term in the same manner as initial appointments.

In approving selections to the board, the superintendent must consider among other things whether all member insurers are fairly represented. Members of the board may be reimbursed from the assets of the association for expenses incurred by them as members of the board of directors.

PROGRAM: The principal activity of the Maine Insurance Guaranty Association to date has been the adjustment of outstanding claims of the Maine Insurance Company which was declared insolvent in February 1971. In addition, the Association refunded the unexpired portion of premiums to the Company's policyholders. The Association has also adjusted a few Maine claims arising from policies written by insolvent out-of-state companies. For these activities the Association employed the services of lawyers and claim adjusters under the Servicing Facility provisions of the applicable statute.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

MAINE INSURANCE GUARANTY ASSOCIATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	777.50					
TOTAL RESOURCES	777.50					
EXPENDITURES						
General Operating Expense	398.71					
TOTAL EXPENDITURES	398.71					
Balance	378.79					

STATE
POLICY
AREA

01

Economic Development

Department of Agriculture
Department of Business Regulation
Department of Marine Resources
Public Utilities Commission

Other Independent Agencies, Boards and Commissions
Including: Maine Guarantee Authority

DEPARTMENT OF AGRICULTURE

STEWART N. SMITH, COMMISSIONER (from 6/1/79)
JOSEPH N. WILLIAMS, COMMISSIONER (until 6/1/79)
PAUL J. EASTMAN, Deputy Commissioner (until 10/1/78)

Central Office *Telephone:* 289-2298
Location: State Office Bldg., Augusta *Floor:* 6
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1852 *Sunset Review Required by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 01; *Unit:* 001; *Unit Citation:* 7 M.R.S.A., Sect. 1

Average Count—All Positions: 306 *Permanent Legislative Count:* 148

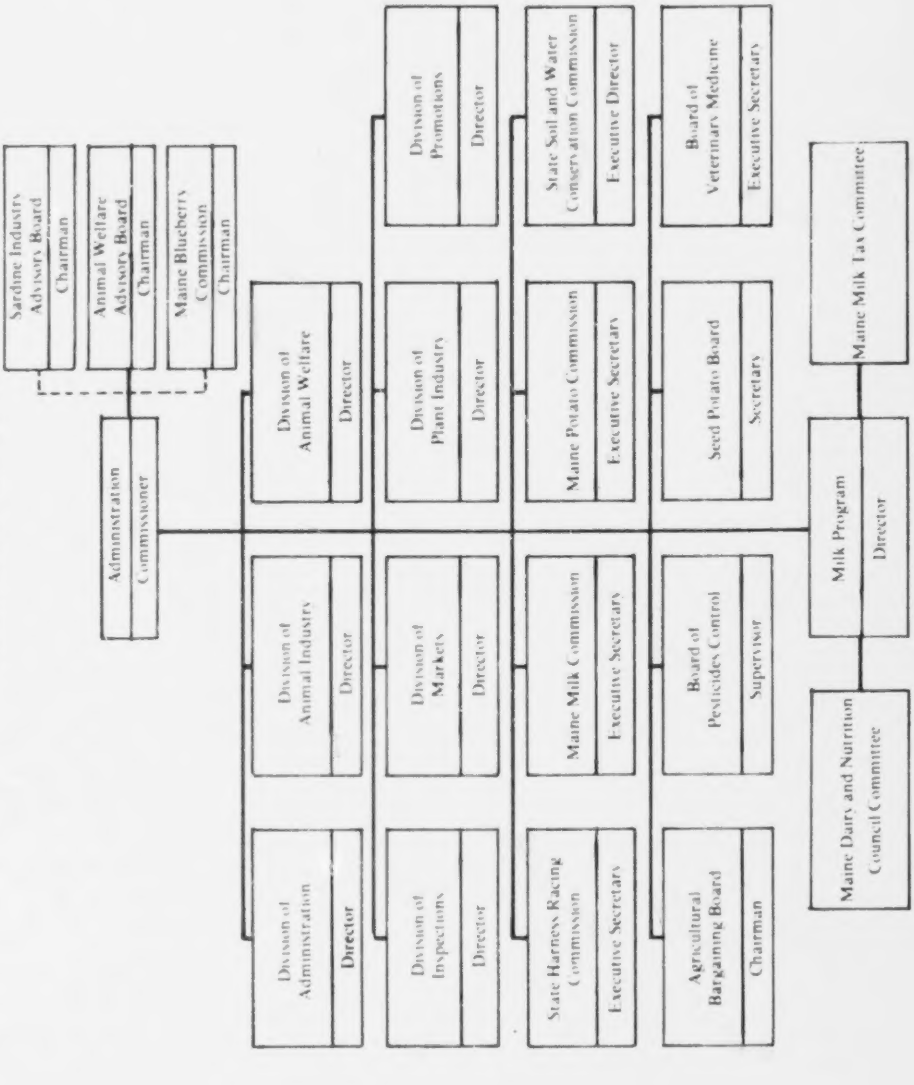
Organizational Units:
Office of Sealer of Weights and Measures
Division of Administration (Agriculture)
Division of Animal Industry
Division of Animal Welfare
Division of Plant Industry
Division of Inspections (Agriculture)
Division of Markets (Agriculture)
Division of Promotions (Agriculture)
Maine Milk Commission
Maine Dairy and Nutrition Council Committee
Maine Milk Tax Committee
Office of State Horticulturist
Maine Potato Marketing Committee
Seed Potato Board
Board of Pesticides Control
(Animal Welfare) Advisory Board
Sardine Industry Advisory Board
State Soil and Water Conservation Commission
Board of Veterinary Medicine
State Harness Racing Commission
Maine Agricultural Bargaining Board
Maine Potato Commission

PURPOSE: The Department of Agriculture was established to improve Maine agriculture and advance the interests of husbandry through the conservation and improvement of the soil and cropland of the State; the adaptation of various agricultural and horticultural products to the soils and climate of the State; the development, compilation and dissemination of scientific and practical knowledge; the marketing and promotion of agricultural products; the detection, prevention and eradication of plant and animal diseases; the protection of the consuming public against harmful and unsanitary products and practices; and the fullest possible development of the natural resources of the State.

The Commissioner of Agriculture and/or the appropriate boards or commissions within the Department of Agriculture have authority to establish and promulgate grades and standards for Maine agricultural products, and promote the use of such products; to inspect agricultural products, and the premises and conveyors on which such products are stored, handled or processed, and issue certificates of inspection; to grant licenses and permits; to collect fines and legal and usual fees; to hold hearings for the purpose of obtaining essential information; to establish, promulgate and maintain a full record of necessary regulations, and provide for the enforcement of the same; to establish milk prices; to establish harness racing schedules; to register economic poisons and license their use; to investigate and prosecute cases of cruelty to animals; to administer the agricultural bargaining law; to appoint all officials, boards, and commissions as provided by law; and to employ personnel necessary to carry out these responsibilities.

ORGANIZATION: The State Board of Agriculture was created in 1852 and continued as a Board until 1901 when the Department of Agriculture was established and the position of Commissioner of Agriculture was created.

ORGANIZATION CHART
DEPARTMENT OF AGRICULTURE


Administration
Commissioner
Sardine Industry Advisory Board
Chairman
Animal Welfare Advisory Board
Chairman
Maine Blueberry Commission
Chairman
Division of Administration
Director
Division of Animal Industry
Director
Division of Animal Welfare
Director
Division of Inspections
Director
Division of Markets
Director
Division of Plant Industry
Director
Division of Promotions
Director
State Harness Racing Commission
Executive Secretary
Maine Milk Commission
Executive Secretary
Maine Potato Commission
Executive Secretary
State Soil and Water Conservation Commission
Executive Director
Agricultural Bargaining Board
Chairman
Board of Pesticides Control
Supervisor
Seed Potato Board
Secretary
Board of Veterinary Medicine
Executive Secretary
Maine Dairy and Nutrition Council Committee
Milk Program
Director
Maine Milk Tax Committee

CONSOLIDATED FINANCIAL CHART FOR FY 79
DEPARTMENT OF AGRICULTURE

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	1,147,369		1,147,369			
Bal Brt Fwd— Encumbered	52,551	8,625	43,106			820
Licenses/Permits/Fees/Tax	1,874,202		1,874,202			
Fines/Forfeits/Penalties	5,604		5,604			
Interest/Investment/Rents	9,687					9,687
Revenue From Federal Govt	188,528				180,367	8,161
Revenue—Private Sources	47,423		47,423			
Fees Charged For Services	2,412,197		1,985,020			427,177
Receipts From Other Funds	1,679		1,679			
Legislative Approp/Alloc	1,807,804	1,807,804				
Transfers Contingent Acct.	23,326	23,326				
Adjustment of Balance Fwd	−7,942	−370	−51,318		43,746	
Transfers—Non-Federal $	175,398	175,398				
Transfers—Federal $	7,000				7,000	
TOTAL RESOURCES	7,744,826	2,014,783	5,053,085		231,113	445,845
EXPENDITURES						
Salaries and Wages	2,957,222	1,187,144	1,606,820		115,566	47,692
State Share of Retirement	333,357	132,321	182,079		13,302	5,655
Other Fringe Benefits	275	275				
Prof Service, Not By State	676,408	129,754	506,181		23,097	17,376
Computer Service, By State	2,853	725	1,684		444	
Other Prof. Serv., By State	33,119	16,754	3,699		12,666	
Travel Expenses, In-State	336,475	137,367	179,910		15,408	3,790
Travel Expense, Out-State	51,269	13,950	22,085		840	14,394
Operation—State Vehicles	75,453	39,019	31,635		1,432	3,367
Utilities	81,391	39,256	36,156		1,935	4,044
Rents	18,762	651	14,066			4,045
Repairs	20,879	14,728	4,782		35	1,334
Insurance	81,705	32,631	43,251		3,095	2,728
General Operating Expense	199,929	49,137	131,260		2,332	17,200
Food	26,767	26,757	10			
Fuel	11,710	7,009	313			4,388
Other Supplies	180,049	32,064	120,873		1,760	25,352
Depreciation	5,405					5,405
Grants To Federal Govt.	10,000	10,000				
Grants to Local Govts.	3,925					3,925
Grants to Pub. & Priv. Orgs	1,103,818	68,960	1,027,110		7,748	
Public Assistance Grants	44		44			
Misc Grants to Individual	13,478	1,710	11,768			
Pensions	40,906	24,258	16,680		−32	
Equipment Purchases	35,501	8,907	26,594			
Transfer to General Fund	29,018		29,018			
Trans. to Gen.-Fund Sta-Cap	46,653		40,083		3,604	2,966
TOTAL EXPENDITURES	6,376,371	1,973,377	4,036,101		203,232	163,661

Concurrent with the Board was the establishment of a State Cattle Commissioner in 1887, whose duties were granted to a Livestock Sanitary Commissioner in 1911. Ten years later, all responsibility for animal disease control was vested in the Commissioner of Agriculture. The Veterinary Examiners Board (now Board of Veterinary Medicine) was created in 1905. The State Entomologist came into being in 1907, with the title changed to State Horticulturist in 1911. The position of Crop Pest Commissioner was established in 1915 and continued until 1931.

Five of the present eight divisions came into being in 1919. The other three divisions are less than ten years old. The Milk Control Commission (now Maine Milk Commission) was created in 1935, the State Racing Commission (now State Harness Racing Commission) in 1935, Potato Tax Committee (now Maine Potato Commission) in 1941, Soil Conservation Committee and Districts (now State Soil and Water Conservation Commission) in 1941, Seed Potato Board in 1945, Maine Milk Advisory Committee (now Maine Dairy and Nutrition Council Committee) in 1949, Maine Milk Tax Committee in 1953, Board of Pesticides Control in 1965, Division of Promotions in 1967, and Division of Animal Welfare in 1974. The Agricultural Bargaining Board was established in 1973. The above named boards, commissions and committees were placed under the Department by State Government Reorganization Acts of 1972-1974. At the beginning of the 1978 fiscal year, activities of the Division of Promotions were placed by administrative order under the Division of Markets.

PROGRAM: The Department of Agriculture embraces seven divisions and more than a dozen agricultural agencies, with much of its responsibility regulatory and consumer protection in nature. More and more, however, the Department is called upon to address "general farm problems" which do not fall under the authority of its various divisions and agencies: farm land taxation and preservation, small farm problems, farm financing, energy in agriculture and food policy development. Many of these concerns have been addressed by the Food and Farmland Study Commission which completed its work on June 30. Its report has been submitted to the Governor and Legislature.

Specific activities of the Department of Agriculture during FY 79 are discussed in the following reports of its primary component agencies.

LICENSES, PERMITS, ETC.:

- License:
  - Fairs & Agricultural Exhibitions.

PUBLICATIONS:

- Laws relating to Maine fairs, includes
  - Stipend
  - Licensing of Exhibitions
  - Sales
  - Entry Fees
  - Pulling Events
  - Pari-Mutuel Pools
- Cash Farm Income
- The Activities and Responsibilities of *Your Maine Department of Agriculture*
- Maine Apple Varieties
- List of Free Publications of Department
- Maine-ly Agriculture (weekly)—$5 annual subscription.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF AGRICULTURE (Chief Administrative Unit)	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
RESOURCES						
Bal Brt Fwd— Encumbered	565	565				
Legislative Approp/Alloc	49,588	49,588				
Transfers—Non-Federal $	38,062	38,062				
TOTAL RESOURCES	88,215	88,215				
EXPENDITURES						
Salaries and Wages	39,997	39,997				
State Share of Retirement	1,564	1,564				
Travel Expenses, In-State	2,646	2,646				
Travel Expense, Out-State	2,043	2,043				
Utilities	1,539	1,539				
Rents	172	172				
Repairs	6,253	6,253				
Insurance	385	385				
General Operating Expense	1,778	1,778				
Other Supplies	516	516				
Grants to Pub. & Priv. Orgs.	6,250	6,250				
TOTAL EXPENDITURES	63,143	63,143				

(OFFICE OF) SEALER OF WEIGHTS AND MEASURES

STEWART N. SMITH, STATE SEALER
GAYLON M. KENNEDY, Deputy State Sealer

Central Office: *Telephone:* 289-3621
Location: State Office Bldg., Augusta *Floor:* 6
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1839 *Sunset Review Required by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 01; *Unit:* 004; *Unit Citation:* 10 M.R.S.A., Section 2401

Average Count—All Positions: 9 *Permanent Legislative Count:* 8

PURPOSE: To protect the public economically through the proper enforcement of the State weights and measures laws.

ORGANIZATION: The Commissioner of Agriculture is, by statute, the State Sealer of Weights and Measures. The Weights and Measures Supervisor within the Department is in charge of the Weights and Measures section of the Division of Inspections, and serves as the Deputy State Sealer. Administratively, the Deputy State Sealer of Weights and Measures is responsible to the director of the Division of Inspections.

PROGRAM: The Division of Inspections' section on Weights and Measures is responsible for all standards of weights and measures with continual certification by the National Bureau of Standards. This involves inspection and calibration of all commercial large capacity scales, liquid flow meters, LP gas meters, and 80% of the small capacity scales, 80% of the gas pump meters, 95% of the linear measuring devices, and spot-check packages put up prior to sale for correct labeling and correct net weight and measure.

The State standards of weights and measures were certified again this past year by the National Bureau of Standards through its Laboratory Auditing Program. Since the National Bureau of Standards will no longer periodically certify the primary State standards, participation in this program permits controls to be maintained not only on the standards, but on the calibration equipment used and on the performance of the metrologist so statutory requirements can be met.

Two activities were added in 1978 by the 107th Legislature: the establishment of uniform standards for the measurement of wood, and the verification of radar guns used by the State and local police to monitor excessive speeding. Deleted from the responsibilities of the section on Weights and Measures during that year was the Marine Worm inspection program.

LICENSES, PERMITS, ETC.:
Weighmasters
Weighing Device Dealers and Repairmen

PUBLICATIONS:
Laws pertaining to Maine Weights and Measures (free)
Established Fees for Testing Weighing and Measuring Devices (mimeographed—free)

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $186,857 in FY 79 and are, by administrative decision, included with those of the Division of Inspections.

DIVISION OF ADMINISTRATION (AGRICULTURE)

RICHARD B. BURNHAM, DIRECTOR

Central Office: *Telephone:* 289-2001
Location: State Office Bldg., Augusta *Floor:* 6
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1919 *Sunset Review Required by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 01; *Unit:* 005; *Unit Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 10 *Permanent Legislative Count:* 9

PURPOSE: The Division of Administration provides centralized administrative support to the Department of Agriculture with primary responsibilities in the areas of budgeting, accounting for receipts and expenditures, purchasing of equipment, supplies and services, and personnel administration. Additionally, the division assists the Commissioner and division directors by providing technical assistance in financial planning, program evaluation, and management studies.

ORGANIZATION: The Division of Administration originally created in 1919, has been part of the Office of the Commissioner. With the appointment of a Director of Administrative Services in 1978 the division was reestablished as a separate entity.

PROGRAM: During FY 79 the division was reorganized into two distinct units, Finance and Personnel. The units absorbed the fiscal, purchasing, and personnel functions of several small commissions and boards as the final step in centralizing major administrative activities.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF ADMINISTRATION (AGRICULTURE)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	1,141	1,141				
Legislative Approp/Alloc	161,559	161,559				
Transfers Contingent Acct.	23,326	23,326				
Adjustment of Balance Fwd	—370	—370				
Transfers—Non-Federal $	12,892	12,892				
TOTAL RESOURCES	198,548	198,548				
EXPENDITURES						
Salaries and Wages	125,838	125,838				
State Share of Retirement	14,405	14,405				
Other Prof. Service, By State	8	8				
Travel Expenses, In-State	851	851				
Travel Expense, Out-State	208	208				
Utilities	9,678	9,678				
Repairs	1,878	1,878				
Insurance	2,730	2,730				
General Operating Expense	6,557	6,557				
Fuel	5,202	5,202				
Other Supplies	6,181	6,181				
Pensions	23,298	23,298				
Equipment Purchases	622	622				
TOTAL EXPENDITURES	197,456	197,456				

DIVISION OF MARKETS (AGRICULTURE)

CARL M. BROWN, DIRECTOR

Central Office: *Telephone:* 289-2161
Location: State Office Bldg., Augusta *Floor:* 6
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1917 *Sunset Review Required by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella.* 01; *Unit:* 006; *Unit Citation:* 7 M.R.S.A. Sect. 3

Average Count-All Positions: 116 *Permanent Legislative Count:* 6

PURPOSE: The Division of Markets was established to grade and/or inspect agricultural products for quality, condition, grade and size at applicant's request on a fee basis, and to inspect certain agricultural products on a regulatory basis. Its primary responsibilities are to inspect fruit and vegetables for members of the industry requesting the service; to grade poultry at poultry processing plants for quality; to inspect eggs at various packing plants and to enforce the Branding Law with respect to various agricultural products.

ORGANIZATION: The Division of Markets was established as the Bureau of Markets in 1917 by legislation which authorized the Commissioner of Agriculture to expend money in the study of methods and costs of marketing farm products and purchasing farm supplies by employing agents and experts to work with the Farmer's Union of Maine, the Fruit Growers Association and other farm organizations. The Bureau was redesignated the Division of Markets in 1919, taking on other duties since that time, until today it is primarily concerned with the inspection and grading of various farm products.

PROGRAM:

Fruit and Vegetable Inspection. The Division of Markets maintains an office in Caribou where 98% of the Shipping Point inspection program on potatoes is carried out. This office is manned by a chief potato inspector, three supervisors, and three clerks—plus 50 shipping point inspectors stationed throughout Aroostook County who inspect potatoes at various loading points. Potatoes are shipped by either trailer trucks or rail cars. This work is done on a request basis by the shippers or packers and is paid for by the same. We also have several inspectors in the various Processing Plants located in Aroostook County. The division also has one inspector on apples in the Central and Southern part of the state. This man also checks the various Controlled Atmosphere Storage on apples to make sure they meet the Controlled Atmosphere Law. Furthermore, this man handles all Terminal Market Inspections on fruit and vegetables at the various markets in the state on request by the applicant.

Poultry and Egg Grading. The Division has thirty-nine regular graders on the poultry and egg program plus five spare employees, one State Supervisor and one Federal Supervisor. This is a voluntary program in which processing plants pay the Department of Agriculture for grading service. The poultry grader does the actual grading on the processing line just prior to packing. It is the grader's responsibility to see that all birds below Grade A are removed and only Grade A birds are packed in containers with the proper grade. The egg inspectors check the product after it has been graded and packed to assure the packer that the product meets the grade marked on the container. These programs not only assure the packers of a better product, they guarantee the consumer a better product to purchase at the retail level.

Branding Law. There are four products that are required by law to be inspected at the retail, wholesale or packing level: apples, eggs, potatoes and maple products. Eight people carry out this program, assigned to various areas of the State. They also enforce the federal Egg Products Act for which the Department is reimbursed by the Federal Government.

Bean and Pea Inspection. The Division uses one person on bean inspection at South Paris and three employees on peas in Caribou during the processing season.

Objective Yield on Potatoes. Nine people are used on this work starting in mid-August and lasting through harvest. These workers are loaned to the U.S. Department of Agriculture Statistical Reporting Service. The salary and expenses for these employees are reimbursed by the USDA.

At this time there is no definite plan to increase or decrease the present program. This only happens when demanded by the industries. The poultry and egg program has increased at a rapid rate in the past five years, but is expected to remain at the present level in the future.

In addition to the above activities the Division of Markets has taken over the responsibility for the enforcement of the Maine Potato Licensing law, requiring all buyers, dealers, brokers, agents and processors (not including retailers) buying Maine potatoes (in wholesale or jobbing quantities) to obtain a license. The Division also supplies administrative support for the Agricultural Bargaining Board.

LICENSES, PERMITS, ETC.:

- License:
  - Users of Blue, White & Red Trademark
  - Providers (of trademark supplies)
  - Potato Handler's
- Registration:
  - Controlled Atmosphere Apple Storage
- Qualification:
  - Producers' (Bargaining) Associations

PUBLICATIONS:

- Laws relating to Maine Apple Grading (free)
- Laws relating to Maine Egg Grading (free)
- Laws relating to Maine Maple Branding (free)
- Laws relating to Maine Potato Branding (free)
- Laws relating to Establishing Licensing for the Marketing of Potatoes (Mimeographed—free)

(The following are all mimeographed sheets—free)

- Regulations Pertaining to the Operation of Controlled Atmosphere Storage for Apples
- Requirements for Use of State of Maine Blue, White and Red State Trademark
- Requirements for Use of State of Maine Blue, White and Red Trademark on Maple Syrup

Maple Regulations)
Maple Terms) Contained in booklet: Maine Maple Branding
Maple Standards)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF MARKETS (AGRICULTURE)	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
RESOURCES						
Bal Brt Fwd—Unencumbered	135,957		135,957			
Licenses/Permits/Fees/Tax	284		284			
Fines/Forfeits/Penalties	1,370		1,370			
Revenue From Federal Govt	29,265				29,265	
Fees Charged For Services	1,236,513		1,236,513			
Legislative Approp/Alloc	74,890	74,890				
Adjustment of Bal Fwd	5		—1,045		1,050	
Transfers—Non-Federal $	—5,402	—5,402				
TOTAL RESOURCES	1,472,882	69,488	1,373,079		30,315	
EXPENDITURES						
Salaries and Wages	1,028,145	58,018	962,211		7,916	
State Share of Retirement	118,680	6,717	110,995		968	
Prof Service, Not By State	74,746		68,481		6,265	
Computer Service, By State	1,325		1,325			
Other Prof. Service, By State	816		—11,850		12,666	
Travel Expenses, In-State	91,415	1,585	89,803		27	
Travel Expense, Out-State	1,160		1,160			
Operation—State Vehicles	11,875		11,875			
Utilities	11,644	852	10,792			
Rents	1,777	49	1,728			
Repairs	1,145		1,145			
Insurance	27,177	1,472	25,705			
General Operating Expense	9,596	477	9,119			
Other Supplies	10,120	109	10,010		1	
Public Assistance Grants	44		44			
Pensions	16,311		16,311			
Equipment Purchases	454		454			
Trans. to Gen.-Fund Sta-Cap	13,532		13,257		275	
TOTAL EXPENDITURES	1,419,962	69,279	1,322,565		28,118	

DIVISION OF PROMOTIONS (AGRICULTURE)

CARL M. BROWN, DIRECTOR

Central Office: *Telephone:* 289-2163
Location: State Office Bldg., Augusta *Floor:* 6
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1967 *Sunset Review Required by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 01; *Unit:* 007; *Unit Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 8 *Permanent Legislative Count:* 8

PURPOSE: The Division of Promotions was established to provide general assistance to Maine agriculture in the promotion and marketing of the State's agricultural products and resources. Its primary responsibilities are to gather and disseminate market information such as daily commodity prices, weekly crop condition and progress reports, weekly egg inventories, monthly apple storage inventories, annual blueberry pack report, and to cooperate with the U.S. Department of Agriculture Market News by supporting the operation of the USDA Daily Potato Bulletin Market News office at Presque Isle and Boston office of the New England

Crop Reporting Service. The Division provides promotional assistance to the Maine commodity production organization involving such products as apples, blueberries, eggs, poultry, potatoes, and maple; provides publicity services plus counsel and guidance and some exhibit materials for the Maine Broiler Festival, Central Maine Egg Festival, Farm Days, Dairy Show, Blueberry Festival, National Apple Week, Potato Week and various other agriculture-oriented functions; directs the annual Agricultural Trades Show and operates the State of Maine Building at the Eastern States Exposition, West Springfield, Massachusetts; participates in the USDA's Trade Opportunity Referral System, and Export Briefs programs where trade leads are acquired and passed directly to Maine cattlemen, food processors, or fresh shippers; and represents the Department in the recently organized Eastern United States Agricultural Food and Export Council, Inc., with headquarters at the World Trade Center, New York City.

ORGANIZATION: The Division of Promotions was established as a division of the Department of Agriculture in 1967. Responsibility for operation of the State of Maine Building at the Eastern States Exposition was transferred from the former Department of Commerce and Industry to the Department of Agriculture in 1973.

PROGRAM: The Division of Promotions provides services in the market news area, with market reports on all commodities, egg inventory reports, crop condition and progress reports during summer growing months, monthly apple storage reports of stock on hand, annual blueberry pack reports, and daily commodity price information to the news media. It cooperates with the U.S. Department of Agriculture (USDA) in funding the Market News Office in Presque Isle which issues the daily potato bulletin during the potato shipping season. It also cooperates with the USDA's New England Crop Reporting Service in Concord, N.H., which provides statistics pertaining to Maine agriculture.

The Division is active in providing Maine firms with a monthly export news bulletin for leads in exporting. The Division also provides exhibits featuring all major Maine agricultural products at the Eastern States Exposition in West Springfield, Mass., and is responsible for coordinating the annual Maine Agricultural Trades Show.

Through a Taste of Maine promotion at the Maine Mall in South Portland, the Division provided exhibits for various agricultural organizations such as the Florist Association, dry bean growers, sheepbreeders, Christmas tree growers, the Potato Commission and the Pomological Society. These organizations, along with the Animal Welfare Division, the Dairy and Nutritional Council, the Poultry Federation and maple producers, blueberry growers, the Sardine Council, the Department of Marine Resources and two private meat firms exhibited for one week, offering free samples of the various products to the public and offering educational information concerning all of Maine agriculture. This was done in conjunction with the Maine Chicken Cooking Contest which was coordinated with the Maine Poultry Federation. Many of these same agricultural organizations also participated in a similar show in Bangor.

Promotional programs are also conducted for various commodities, through special commodity taxes, with results being beneficial to Maine processors and producers. To achieve these results, this work must be of a flexible nature to perform the public relations and publicity necessary for successful programs.

PUBLICATIONS:

Recipe booklets on Maine apples, baked beans, chicken barbecue, blueberries and potatoes
Farming in Maine
Motion Pictures From Maine
Maine Food Processors and Products Processed
Maine Export News
When You Can Buy Maine Fruits & Vegetables
Maine Agricultural Events
Above publications are free

Maine-ly Agriculture (weekly) $5 annual subscription.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF PROMOTIONS (AGRICULTURE)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	117,985		117,985			
Bal Brt Fwd— Encumbered	896	646	250			
Licenses/Permits/Fees/Tax	278,603		278,603			
Fees Charged for Services	549		549			
Legislative Approp/Alloc	164,056	164,056				
Transfers—Non-Federal $	11,412	11,412				
TOTAL RESOURCES	573,501	176,114	397,387			
EXPENDITURES						
Salaries and Wages	78,671	78,671				
State Share of Retirement	8,941	8,941				
Prof Service, Not By State	19,724	19,714	10			
Other Prof. Serv., By State	200		200			
Travel Expenses, In-State	2,536	2,284	252			
Travel Expense, Out-State	5,373	5,373				
Operation—State Vehicles	1,119	1,119				
Utilities	4,710	4,710				
Repairs	244	148	96			
Insurance	4,528	4,528				
General Operating Expense	14,611	13,852	759			
Food	241	241				
Other Supplies	4,896	4,372	524			
Grants to Pub. & Priv. Orgs.	318,068	29,810	288,258			
Equipment Purchases	936		936			
Trans to Gen-Fund Sta-Cap	45		45			
TOTAL EXPENDITURES	464,843	173,763	291,080			

DIVISION OF ANIMAL INDUSTRY

JOHN A. SMILEY, DIRECTOR

Central Office: *Telephone:* 289-3701
Location: State Office Bldg., Augusta *Floor:* 6
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1919 *Sunset Review Required by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 01; *Unit:* 008; *Unit Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 18 *Permanent Legislative Count:* 14

PURPOSE: The Division of Animal Industry was established to protect the public from sick, injured, stray or dangerous domestic animals by providing the professional and technical direction necessary to safeguard animal health, prohibit the spread of disease, and control stray or abandoned animals within the State.

The Division's primary responsibilities are to prevent, control and eradicate contagious diseases among domestic animals; to maintain fair and equitable practices in the buying and selling of livestock and poultry and to suppress practices in those transactions which tend against the elimination of diseased and unfit animals; to supervise and maintain the State-Federal laboratory for disease control purposes; to administer State laws relating to the licensing of dogs, boarding kennels and pet shops and to damage by dogs or wild animals; and to assist the Secretary of the Board of Veterinary Examiners.

ORGANIZATION: The Division of Animal Industry was established in 1919 as a unit of the Department of Agriculture, with responsibilities of disease control of livestock and poultry in the State. The State Board of Veterinary Medicine was placed within the Department of

Agriculture in legislation effective October, 1973, and the clerical aspects of the Board were assigned to this Division.

PROGRAM: The program of the Division is implemented in four major facets.

Control of Livestock and Poultry Diseases. Division of Animal Industry personnel provide professional and technical direction necessary to control livestock and poultry diseases and to supervise veterinarians in surveillance programs to amply protect livestock and poultry. One new program of the Division concerns cattle imported into the State, which must be negative to Brucellosis and Tuberculosis tests within thirty days of importation, with retest conducted within thirty days after importation. All cattle imported from Canada will be tested for Brucellosis at the port of entry. All equine must be negative to the Coggins test within six months of date of entry. Other reportable diseases are in the surveillance program presently being conducted. In addition to the above duties, Division veterinarians are assisting the State Harness Racing Commission in collecting urine and saliva from the several racetracks in the State.

Maine Production and Pullet Test. Production tests at the Monmouth Farm are run annually so that information may be obtained for the poultry industry on production, egg size, feed efficiency, mortality and disease, and to evaluate vaccine effectiveness. Currently, the purpose is to restrict light-days to determine if the production of eggs is curtailed. This is done on two different strains of birds in different size cages. Results will determine feed cost, production cost, overall profit evaluation, and an energy saving due to restricting light-days. The result of restricting light is working very well on cage layers. This mandates a new phase of the test this year to determine the effects of limited lighting on producing hatchability and other effects on broiler breeders.

Dog License Administration. This Division provides each of the State's 498 municipal clerks with licenses and tags to license the 95,958 dogs and 1,024 kennels. Supervision of payments of livestock and poultry damage claims, payments of dog boarding claims and providing the technical direction necessary to carry out rules and regulations relating to pet shops and shelters are all a part of the Department's statutory responsibilities, in addition to the promotion of animal husbandry within the State.

Agricultural Fairs. The Division provides the professional and technical direction necessary to insure agriculture fair stipend data consistent with statutory responsibilities as well as assistance to agricultural fairs receiving monies from stipend funds and facilities improvement funds.

LICENSES, PERMITS, ETC.:

- License:
  - Swine Garbage Feeders
  - Livestock & Poultry Dealers
  - Boarding Kennels
  - Pet Shops
- Permit:
  - Transportation
- Certificate:
  - Health

PUBLICATIONS:

Maine Production and Pullet Test (free)

Suggested Guidelines in Managing Maine's Most Common Infectious and Parasitic Disease of Livestock. (free)

Laws relating to Disease Control of Domestic Animals and Poultry (contains rules and regulations pertaining to brucellosis in swine, control of equine infectious anemia, importation of dogs and cats and sale of dogs and cats, importation requirements, health requirements at fairs and exhibitions) (free)

Laws relating to Dogs (contains rules and regulations pertaining to pet shops, shelters and boarding kennels) (free)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF ANIMAL INDUSTRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	78,581		78,581			
Bal Brt Fwd— Encumbered	3,612	1,138	2,474			
Licenses/Permits/Fees/Tax	197,413		197,413			
Revenue From Federal Govt	25,031				25,031	
Fees Charged For Services	24,500		24,500			
Receipts From Other Funds	255		255			
Legislative Approp/Alloc	286,840	286,840				
Adjustment of Balance Fwd	—7,820		—16,024		8,204	
Transfers—Non-Federal $	19,052	19,052				
TOTAL RESOURCES	627,464	307,030	287,199		33,235	
EXPENDITURES						
Salaries and Wages	240,156	182,127	34,331		23,698	
State Share of Retirement	27,665	21,035	3,921		2,709	
Prof Service, Not By State	144,085	14,227	129,858			
Computer Service, By State	342	342				
Other Prof. Serv., By State	105	40	65			
Travel Expenses, In-State	12,971	9,603	3,368			
Travel Expense, Out-State	2,083	1,591	398		94	
Operation—State Vehicles	7,103	5,532	1,571			
Utilities	6,633	5,383	1,243		7	
Rents	201	196	5			
Repairs	1,131	951	180			
Insurance	6,095	4,146	1,097		852	
General Operating Expense	12,603	8,960	3,642		1	
Food	26,516	26,516				
Fuel	1,712	1,712				
Other Supplies	32,630	13,109	19,521			
Misc. Grants to Individual	11,388	20	11,368			
Pensions		32			—32	
Equipment Purchases	4,285	4,285				
Trans. to Gen.-Fund Sta-Cap	8,290		7,331		959	
TOTAL EXPENDITURES	545,994	299,807	217,899		28,288	

DIVISION OF PLANT INDUSTRY

JOSEPH L. HARRINGTON, DIRECTOR

Central Office: *Telephone:* 289-3891
Location: State Office Bldg., Augusta *Floor:* 6
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1919 *Sunset Review Required by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 01; *Unit:* 009; *Unit Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 34 *Permanent Legislative Count:* 5

Organizational Units:
(Office of) State Horticulturist

PURPOSE: The Division of Plant Industry was established to protect the public from hazards associated with the sale, transport or growing of weak, diseased or insect-infested commercial plant stock, fruits or seed; and with bees and the keeping of bees. Its primary responsibilities are to enforce the statutes relating to inspection of nurseries, orchards, fields, and gardens; inter-state transportation of plant stock; certification of seed potatoes; bees and bee keepers. The Division enforces regulations dealing with quarantine procedures, seizure, disinfection, destruction or other disposition of any plant material or bees carrying disease or insect infestation.

ORGANIZATION: The Division of Plant Industry was established in 1919. In the early years, the Division was greatly involved in insect control having to do with the corn borer, gypsy moth, browntail moth, Japanese beetle, and greenhead fly. As these functions were assumed by others, the emphasis of the Division shifted to work with commercial seed potato growers, nurserymen, orchardists, florists, bee keepers and other activities.

A State Horticulturist was authorized in 1907 as State Entomologist under a Bureau of Entomology. These designations were changed to State Horticulturist and Bureau of Horticulture in 1911 (the office of State Entomologist was reestablished independently in 1929). The State Horticulturist later was placed under the Division of Plant Industry. The Bureau of Horticulture as an organizational unit was abolished in 1972.

PROGRAM: The major activity of the Division of Plant Industry is the certification of seed potatoes which is self-supporting through fees charged to participants. Sixty thousand acres of potatoes were inspected in the field, and about 2,000,000 cwts of seed potatoes were inspected prior to shipment in FY 79.

Horticulture activities have involved the full-time services of the State Horticulturist, two assistants and a secretary on a full-time basis. Nursery and greenhouse inspections are their major responsibilities, with the Apple Tree Pool filling a period in late winter and early spring.

Bee inspection and licensing of bee keepers were handled by a part time bee inspector, but the money available is not sufficient to do a complete job.

Division personnel are often called upon to work with the plant and garden societies, judge at fairs and answer many calls from the general public about plant diseases and problems.

In addition, under the direction of the Division Director, the State Horticulturist serves as the Maine representative to the Eastern Plant Board. The concern of this body is with the state-federal implementation of plant insect and disease quarantines to protect food and fiber in Maine as well as other states and countries.

LICENSES, PERMITS, ETC.:

- License:
  - Nurseryman
  - Strawberry Plant Growers
  - Beekeepers
- Certificate:
  - Phytosanitary
  - Certified Seed
- Permit:
  - Maine (intra- and interstate) Plants

PUBLICATIONS:

- List of Seed Potato Growers—annual (free)
- List of Licensed Producers and Handlers of Nursery and Ornamental Stock—annual (free)
- List of Registered Beekeepers—annual (free)
- List of Licensed Small Fruit Plant Growers—annual (free)
- The Maine Leaf—monthly (free)
- Floral Emblem of Maine (free)
- The Plant Kingdom (free)
- Plant Conservation List for the State of Maine (free)
- Nature of Weeds (free)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF PLANT INDUSTRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	171,110		171,110			
Bal Brt Fwd— Encumbered	1,418		1,418			
Revenue—Private Sources	41,786		41,786			
Fees Charged For Services	350,724		350,724			
Legislative Approp/Alloc	77,316	77,316				
Adjustment of Balance Fwd	3		3			
Transfers—Non-Federal $	5,671	5,671				
TOTAL RESOURCES	648,028	82,987	565,041			
EXPENDITURES						
Salaries and Wages	325,441	63,507	261,934			
State Share of Retirement	36,621	7,459	29,162			
Prof Service, Not By State	3,128	10	3,118			
Computer Service, By State	357		357			
Other Prof. Serv., By State	7,384		7,384			
Travel Expenses, In-State	25,838	3,635	22,203			
Travel Expense, Out-State	5,867	1,008	4,859			
Operation—State Vehicles	14,778	2,155	12,623			
Utilities	6,295	949	5,346			
Rents	5,719		5,719			
Repairs	282	64	218			
Insurance	8,246	1,254	6,992			
General Operating Expense	14,587	1,753	12,834			
Fuel	313		313			
Other Supplies	55,463	607	54,856			
Grants to Pub. & Priv. Orgs.	100	100				
Trans. to Gen.-Fund Sta-Cap	6,364		6,364			
TOTAL EXPENDITURES	516,783	82,501	434,282			

(OFFICE OF) STATE HORTICULTURIST

JOSEPH W. SCOTT, STATE HORTICULTURIST

Central Office: *Telephone:* 289-3891
Location: State Office Bldg., Augusta *Floor:* 6
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1907 *Sunset Review Required by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 01; *Unit:* 010; *Unit Citation:* 7 M.R.S.A., Sect. 2201

Average Count—All Positions: 4 *Permanent Legislative Count:* 4

PURPOSE: The State Horticulturist has responsibility for implementation of plant, insect and disease laws and quarantines, and the certification of plant materials involved in interstate and international movement. Also, the State Horticulturist administers the bee inspection and licensing program.

ORGANIZATION: A State Horticulturist was authorized in 1907 as State Entomologist under a Bureau of Entomology. These designations were changed to State Horticulturist and Bureau of Horticulture in 1911 (the office of State Entomologist was reestablished independently in 1929). The State Horticulturist later was placed under the Division of Plant Industry and is responsible to the Director of that Division. The Bureau of Horticulture as an organizational unit was abolished in 1972.

PROGRAM: Horticulture activities have involved the full-time services of the State Horticulturist, two assistants and a secretary on a full-time basis. Nursery, greenhouse, and periodical inspection and licensing of all plant sales outlets are major responsibilities, with the Apple Tree Pool an added program in late winter and spring.

Bee inspection and licensing of beekeepers are handled by a part-time bee inspector who is able to examine a cross section of the bee colonies in the State annually. Furthermore, Division personnel are often called upon to work with plant and garden societies, judge at fairs and answer many calls from the general public about plant diseases and problems.

In addition, under the direction of the Division Director, the State Horticulturist serves as the Maine representative of the Eastern Plant Board.

LICENSES, PERMITS, ETC:

License:
- Nurseryman
- Strawberry Plant Growers
- Beekeepers

Certificate:
- Phytosanitary

Permit:
- Maine (intra- and interstate) Plants

PUBLICATIONS:

List of Licensed Producers and Handlers of Nursery and Ornamental Stock—annual (free)
List of Registered Beekeepers—annual (free)
List of Licensed Small Fruit Plant Growers—annual (free)
The Maine Leaf—monthly (free)
Floral Emblem of Maine (free)
The Plant Kingdom (free)
Plant Conservation List for the State of Maine (free)
Nature of Weeds (free)

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $69,162 in FY 79 and are, by administrative decision, included with those of the Division of Plant Industry.

DIVISION OF INSPECTIONS (AGRICULTURE)

CLAYTON F. DAVIS, DIRECTOR

Central Office: *Telephone:* 289-3841
Location: State Office Bldg., Augusta *Floor:* 6
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1919 *Sunset Review Required by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 01; *Unit:* 011; *Unit Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 75 *Permanent Legislative Count:* 39

Organizational Units:
(Office of) Sealer of Weights and Measures

PURPOSE: The Division of Inspections was established to ensure a safe and adequate food supply for citizens of the State of Maine and to protect the public economically through the proper administration of the State food and weights and measures laws. Its primary responsibilities are to inspect all foods, food processing establishments, farms, stores and other food outlets; to inspect feeds, seeds, fertilizers and pesticides, ensuring registration of economic poisons; and to perform the duties of the State Sealer of Weights and Measures.

The Division is also responsible for the implementation of, and continuing surveilance of, the "Returnable Bottle Law" and its labeling and redemption center regulations.

Furthermore, it causes to be sampled and analyzed all of the items it inspects. The Division also answers all consumer complaints on the same items, and analyzes all suspicious products.

The Division works in cooperation with the Federal Food & Drug Administration on recalls of products, and constructively inspects to benefit the industry, the consumer and the Federal government.

ORGANIZATION: The Division of Inspections, created in 1919, was renamed Division of Consumer Protection in 1967, with the original designation restored by 1972 State government reorganization legislation.

The State Sealer of Weights and Measures was first authorized in 1839, and in 1911, the Commissioner of Agriculture was named to serve as the State Sealer.

PROGRAM:

Pesticide Program. Under the Pesticide Control Act of 1975, all products previously referred to as "economic poisons" are now defined as "pesticides". The principles and procedures for registration of these products are the same under the new law. The main concern of the new law was to promote uniformity in terminology and procedures to conform with the U.S. Environmental Protection Agency dictates.

Feed Program. This program includes the regulation of all animal feeds (livestock, poultry, dogs, cats and specialty pets). A product registration and sampling program is maintained to determine any adulteration and misbranding of products being distributed in the State.

Seed and Fertilizer Programs. The fertilizer program involves control of the sale and distribution of plant food products. A registration and sampling program is maintained. The seed program is a regulatory program involving the sale and distribution of agricultural, vegetable and tree and shrub seeds. Compliance is maintained through market inspection and seed sample analysis.

Inspections: Meat, Milk, Sardines, Blueberries and Bottle Bill. The meat inspection program continues with approximately 84 establishments under inspection; this includes both custom and commercial establishments. Presently there are a few new slaughter houses being constructed in the state. Inspection covers meat products processed and handled, and animals slaughtered. Like the meat inspection program, the milk inspection program is being carried on at substantially the same level as in the past. More dairies are now included on the Inter-state Milk Shippers list in order to sell their surplus milk.

In recent years the general foods inspection program has increased due to the fact that the Division is better organized, enabling inspectors to find stores that had not been inspected before or have not seen an inspection for several years. The food inspection program also is responsible for the "Bottle Bill" enforcement.

The Sardine Inspection Program insures continual inspection of plants during canning operations and sampling of finished product to grade in compliance with grading standards as established by the industry.

The Blueberry Inspection Program is seasonal only. Inspectors are responsible for in-plant sanitation and blueberry magot control.

LICENSES, PERMITS, ETC.:

- License:
  - Weighmasters
  - Weighing Device Dealers & Repairmen
  - Milk Dealers
  - Babcock Testers
  - Beverage Plants
  - Frozen Dairy Products
  - Redemption Centers
  - Sardine Packers
- Registration:
  - Pesticide Products
  - Fertilizer Products
  - Feed Products

Certificate:
  Certificate of Competency
Permit:
  Blueberry Processors and Packers

PUBLICATIONS:

Laws:

- Pesticide Control Act
- Feed
- Food
- Seed
- Hazardous Substances Labeling
- Milk and Frozen Dairy Products
- Meat Inspection
- Commercial Fertilizer
- Beverage Containers (all free)
- Mimeographed rules and regulations pertaining to many of the above laws (all free)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF INSPECTIONS (AGRICULTURE)	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
RESOURCES						
Bal Brt Fwd—Unencumbered	207,806		207,806			
Bal Brt Fwd— Encumbered	15,986		15,986			
Licenses/Permits/Fees/Tax	170,181		170,181			
Fines/Forfeits/Penalties	4,234		4,234			
Revenue From Federal Govt	107,159				107,159	
Revenue—Private Sources	5,637		5,637			
Fees Charged For Services	140,198		140,198			
Receipts From Other Funds	1,424		1,424			
Legislative Approp/Alloc	626,473	626,473				
Adjustment of Balance Fwd	190		—12,810		13,000	
Transfers—Non-Federal $	64,808	64,808				
TOTAL RESOURCES	1,344,096	691,281	532,656		120,159	
EXPENDITURES						
Salaries and Wages	672,845	416,680	186,246		69,919	
State Share of Retirement	76,776	47,923	20,848		8,005	
Prof Service, Not By State	140,197	79,717	52,394		8,086	
Other Prof Serv, By State	6	6				
Travel Expenses, In-State	135,061	78,133	42,591		14,337	
Travel Expense, Out-State	3,845	1,834	1,478		533	
Operation—State Vehicles	36,667	30,213	5,022		1,432	
Utilities	13,532	10,069	3,112		351	
Rents	314	180	134			
Repairs	1,343	230	1,113			
Insurance	18,939	11,633	5,466		1,840	
General Operating Expense	10,588	3,564	6,684		340	
Fuel	95	95				
Other Supplies	9,151	4,184	3,399		1,568	
Misc. Grants to Individual	1,690	1,690				
Pensions	1,297	928	369			
Equipment Purchases	22,526	4,000	18,526			
Trans. to Gen.-Fund Sta-Cap	4,716		3,617		1,099	
TOTAL EXPENDITURES	1,149,588	691,079	350,999		107,510	

DIVISION OF ANIMAL WELFARE

STANLEY T. BROWNE, DIRECTOR

Central Office: *Telephone:* 289-2095
Location: State Office Bldg., Augusta *Floor:* 6
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1974 *Sunset Review Required by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 01; *Unit:* 012; *Unit Citation:* 7 M.R.S.A., Sect. 3

Average Count—All Positions: 21 *Permanent Legislative Count:* 4

PURPOSE: The Division of Animal Welfare was established to enforce the State "Cruelty to Animals" statutes and to cooperate with humane societies and other interested citizens in developing programs for the proper and humane treatment of animals. Its primary responsibilities are to administer these laws, with authority to investigate charges of cruelty to animals and to prosecute such cases in court. Its authority also includes the power to take animals into custody when authorized by court order, taking liens upon animals so taken, to promulgate rules and regulations, to appoint State Humane Agents, and to name an (Animal Welfare) Advisory Board.

ORGANIZATION: The position of State Humane Agent was authorized by the Legislature in 1921 to enforce the State's "Cruelty to Animals" laws. Persons desiring to be Agents upon approval, were licensed for four years by the Governor and Council. In 1973, the Legislature created the Division of Animal Welfare in the Department of Agriculture, effective January 1, 1974, and gave the Commissioner of Agriculture authority to administer all cruelty to animals statutes, and to appoint Humane Agents as either full-time or part-time unclassified personnel of the State.

The Legislature further provided for four full-time positions: Division Director, two District Agents to serve the field, and an office secretary. Only the secretarial position was filled during FY 74. The complete staff was brought up to strength in FY 75.

PROGRAM: During FY 79, the Division's staff investigated more than 1,350 complaints of cruelty to animals or other related violations. Ten violations necessitated court related action. The Division also monitored livestock auctions, public animal displays, animal events at agricultural fairs and riding facilities for possible violations of humane statutes.

Examples of continued efforts to expand the Division's participation in areas of service are such activities as: instructing in animal welfare statutes and emergency animal first aid at the Maine Criminal Justice Academy, developing and maintaining a complete reference file on animal welfare investigations and court related activities, participating in animal control officers workshops, cooperation with state and regional Federations of Humane Societies, numerous public speaking engagements, plus an informational exhibit prepared and displayed at various public and professional functions.

By act of the 108th Legislature, the Division of Animal Welfare has been charged with the inspection and approval of animal shelters applying for a Drug Enforcement Administration permit to purchase and administer barbiturates for the euthanasia of dogs and cats.

The Division participated in (Animal Welfare) Advisory Board meetings and performed associated secretarial duties.

LICENSES, PERMITS, ETC.:

Certificate of Approval (drug administration)
Animal Pulling Contest Permit

PUBLICATIONS:

Laws Relating to Animal Welfare (free)
Animal Welfare Newsletter (published 3 times a year—free)
Standards for Treatment of Animals in Schools (contained in laws relating to Animal Welfare)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF ANIMAL WELFARE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	82,710	82,710				
Transfers—Non-Federal $	7,303	7,303				
TOTAL RESOURCES	90,013	90,013				
EXPENDITURES						
Salaries and Wages	60,790	60,790				
State Share of Retirement	5,835	5,835				
Other Fringe Benefits	275	275				
Prof Service, Not By State	83	83				
Other Prof Serv, By State	14	14				
Travel Expenses, In-State	12,170	12,170				
Travel Expense, Out-State	251	251				
Utilities	3,013	3,013				
Rents	54	54				
Repairs	64	64				
Insurance	1,513	1,513				
General Operating Expense	1,530	1,530				
Other Supplies	1,055	1,055				
TOTAL EXPENDITURES	86,647	86,647				

MAINE POTATO MARKETING COMMITTEE

STEWART N. SMITH, COMMISSIONER OF AGRICULTURE

Central Office: *Telephone:* 289-3871
Location: State Office Bldg., Augusta *Floor:* 6
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1953 *Sunset Review Required by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 01; *Unit:* 013; *Unit Citation:* 7 M.R.S.A., Sect. 995

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Maine Potato Marketing Committee's purpose is to correlate potato marketing, to provide for uniform grading, to develop new markets, to establish orderly marketing procedures and to eliminate or reduce economic waste in the marketing of potatoes, upon the issuance of a marketing order. Such order is effective only upon approval of two-thirds of Maine's potato producers participating in a referendum for that purpose.

ORGANIZATION: The Maine Potato Marketing Committee was established in 1953 pursuant to the Maine Potato Marketing Act. The Committee consists of 8 members, of whom 5 shall be producers and 3 shall be handlers. For each member of the Committee there must be an alternate who shall have the same qualifications as the member. Persons selected as Committee members or alternates to represent producers shall be individuals who are producers in the respective district from which selected or officers or employees of a corporate producer in that district and such persons shall be residents of the respective district for which selected. Persons selected as Committee members or alternates to represent handlers shall be individuals who are handlers in the State or officers of employees of a corporate handler in this State and such persons must be residents of the State.

PROGRAM: No Maine Potato Marketing Committee has been or is presently in existence, therefore no state potato marketing order has ever been issued since enactment of the Act.

(Past marketing orders for Maine potatoes have been pursuant to Federal laws and regulations.)

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: This unit is not authorized to receive or expend funds.

SEED POTATO BOARD

STEWART N. SMITH, COMMISSIONER OF AGRICULTURE
JOSEPH L. HARRINGTON, Secretary

Central Office: *Telephone:* 289-3891
Location: State Office Bldg., Augusta *Floor:* 6
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1945 *Sunset Termination Scheduled to Start by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 01; *Unit:* 014; *Unit Citation:* 7 M.R.S.A., Sect. 2151

Average Count—All Positions: 19 *Permanent Legislative Count:* 19

PURPOSE: The Seed Potato Board was established to foster and improve the seed potato industry of the State of Maine. Its primary responsibilities are to produce or cause to be produced through contract or otherwise, such acreages of foundation seed potatoes or various varieties as it may determine for distribution and sale to the Maine potato growers; to work with and through the Maine Agricultural Experiment Station of the University of Maine in conducting a program of foundation seed potatoes annually; to purchase, own, sell or convey farm real estate and farm equipment as necessary for the purpose of producing acreages of seed potatoes; and to make rules and regulations pertaining to its program of production, distribution and sales of seed potatoes. Proceeds from sales are credited to the operating account of the Board.

ORGANIZATION: The Seed Potato Board was organized in April, 1945. It consisted of six members appointed by the Governor from specified areas for terms of three years, plus the Commissioner of Agriculture to serve as chairman. Changes in the Board's structure since then have been minor. The Commissioner now is the appointing authority and the Board elects its chairman. The Board is authorized to employ a secretary who need not be a member. Traditionally, the Director of the Division of Plant Industry has served as secretary to the Board.

PROGRAM: FY 79 was devoted to upgrading sanitation procedures at Porter Farm. Plans were developed for construction of an office and control station at the farm entrance with a grant from the Economic Development Administration. This structure, when it becomes a reality, will allow even greater sanitation precautions than possible at present.

The Plant Pathologist position has been vacant since the previous pathologist accepted a postion in Idaho. The Federal funding that helps support this position was cut off and with the Board registering a negative cash flow in January and February, it was decided to leave the position vacant until adequate funds were available.

The Board is negotiating a swap of land with the town of Masardis that will allow closing of the entrance road to the farm to general travel as an added sanitary precaution.

PUBLICATIONS:
Report of Florida Test on Seed Potatoes—annual (free)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

SEED POTATO BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	820					820
Interest/Investment/Rents	9,687					9,687
Revenue From Federal Govt	8,161					8,161
Fees Charged For Services	427,177					427,177
TOTAL RESOURCES	445,845					445,845
EXPENDITURES						
Salaries and Wages	47,692					47,692
State Share of Retirement	5,655					5,655
Prof Service, Not By State	17,376					17,376
Travel Expenses, In-State	3,790					3,790
Travel Expense, Out-State	14,394					14,394
Operation—State Vehicles	3,367					3,367
Utilities	4,044					4,044
Rents	4,045					4,045
Repairs	1,334					1,334
Insurance	2,728					2,728
General Operating Expense	17,200					17,200
Fuel	4,388					4,388
Other Supplies	25,352					25,352
Depreciation	5,405					5,405
Grants to Local Govts.	3,925					3,925
Trans. to Gen.-Fund Sta-Cap	2,966					2,966
TOTAL EXPENDITURES	163,661					163,661

MAINE MILK COMMISSION

MARIA A. HANLEY, CHAIRMAN
ROBERT K. PLUMMER, Executive Secretary

Central Office: *Telephone:* 289-3741
Location: State Office Bldg., Augusta *Floor:* 6
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1935 *Sunset Termination Scheduled to Start by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 01; *Unit:* 015; *Unit Citation:* 7 M.R.S.A., Sect. 2952

Average Count—All Positions: 5 *Permanent Legislative Count:* 5

PURPOSE: The Maine Milk Commission was established to exercise economic control over the purchasing, distribution and sale of milk within the State while taking into due consideration the public health and welfare and the insuring of an adequate supply of pure and wholesome milk. The Commission has the power to supervise, regulate and otherwise control the sale of milk within the State in such a manner as to supplement such supervision and regulations as are now imposed by existing statutes. It also has the power to conduct hearings, subpoena and examine under oath dealers with their records, books and accounts, and any other person from whom information may be desired. The Commission may have access to all books and records relating to milk for the purpose of ascertaining facts to enable it to administer the law. It may act as mediator or arbitrator to settle any controversy or issue among producers, dealers and consumers, any of whom may petition the Commission to change prices or conditions in any market area.

ORGANIZATION: A Maine Milk Control Law was enacted by the 87th Legislature in 1935. Under the law, a Maine Milk Control Board was created to exercise general economic supervision over the industry. The Board initially was comprised of one milk dealer, one producer-dealer, two producers and the Commissioner of Agriculture. In 1951, a consumer was added to the membership and the agency's name was changed to the Maine Milk Commission.

However, effective October 2, 1976, the law was completely amended requiring the Commission to be comprised of 5 members and at all times include within its membership the Commissioner of Agriculture, ex officio. None of the remaining 4 members of the Commission shall at the time of appointment or while serving as a member of the Commission, and no employee of the Commission, shall have any official business or professional connection with any person or firm whose activities are subject to the jurisdiction of the Commission.

The Commission holds regular meetings on the third Thursday of each calendar month and special meetings may be called by the chairman whenever requested in writing by 2 or more members. The Commission is financed by a hundred-weight fee assessment on industry members and received no State tax monies. It was incorporated into the Department of Agriculture as an agency in the State Government reorganization legislation of 1973.

PROGRAM: In accordance with statute and having top priority, the Commission is continuing an in-depth study of the costs of processing and distributing milk within the State of Maine. This is a cooperative effort with the Department of Agricultural and Resource Economics at the University of Maine at Orono as well as the Maine Milk Dealers' Association, Inc. In conjunction with the cost study, the Commission is developing a uniform system of accounts for reporting and allocating dealer costs. This will enable the Commission to accumulate and maintain current cost data with minimal time and effort.

The Legislature has clearly defined certain criteria which may be used in future price determinations by the Commission. Minimum prices are to be based on the lowest achievable cost at which milk purchased from Maine producers at Maine minimum prices can be received, processed, packaged and distributed within the State at a just and reasonable return, while insuring an adequate supply of pure and wholesome milk to Maine consumers.

Of fiscal note are the additional funds made available to the Commission through the increase in the hundredweight fee assessment on the milk industry. This has enabled the Commission to defray the added expenses inherent with carrying out the provisions of the amended law. The assessment was increased October 1, 1976 to 3 cents per hundredweight equally divided among producers and dealers, and is based on the total volumes of milk produced and sold in controlled Maine markets.

Commission plans are for maintaining an ongoing analysis of industry costs and returns to enable the Commission to establish minimum resale prices for milk which are just and reasonable while affording an adequate return to producers and dealers.

LICENSES, PERMITS, ETC.:

License:

Maine Milk Dealers

PUBLICATIONS:

Laws relating to the Maine Milk Commission (free)
Rules and Orders to Effectuate Maine Milk Commission Law (Mimeographed—free)
Hearing Procedures for Maine Milk Commission (Mimeographed—free)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE MILK COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	47,492		47,492			
Bal Brt Fwd— Encumbered	4,817		4,817			
Licenses/Permits/Fees/Tax	115,004		115,004			
Fees Charged For Services	5		5			
TOTAL RESOURCES	167,318		167,318			
EXPENDITURES						
Salaries and Wages	45,882		45,882			
State Share of Retirement	4,516		4,516			
Prof Service, Not By State	10,146		10,146			
Other Prov Serv, By State	2,800		2,800			
Travel Expenses, In-State	4,075		4,075			
Travel Expense, Out-State	1,033		1,033			
Utilities	2,019		2,019			
Rents	251		251			
Repairs	235		235			
Insurance	1,143		1,143			
General Operating Expense	11,525		11,525			
Other Supplies	1,558		1,558			
Trans. to Gen.-Fund Sta-Cap	3,685		3,685			
TOTAL EXPENDITURES	88,868		88,868			

MAINE DAIRY AND NUTRITION COUNCIL COMMITTEE

ROBERT COLE, CHAIRMAN
NORMAN A. WING, DIRECTOR

Central Office: *Telephone:* 289-3621
Location: Cony Rd (Shop), Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Termination Scheduled to Start by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 01; *Unit:* 016; *Unit Citation:* 36 M.R.S.A., Sect. 4523

Average Count—All Positions: 4 *Permanent Legislative Count:* 4

PURPOSE: The Maine Dairy and Nutrition Council Committee was established to develop a statewide program of nutritional education in food selection and use, to teach consumers what to eat and why, and to aid in the training of professionals in the science of nutrition. The Committee's primary responsibility is to evaluate, recommend and supervise a course of action that will promote the welfare of the Maine dairy industry, particularly that segment of the industry doing business primarily within the State. The Legislature finds that the optimal health of the citizens of the State of Maine may be more fully achieved by providing guidance in nutrition and nutrition education based on the concept of a balanced diet, including milk and its products in accordance with scientific recommendations, and that the interests of all the people of Maine will be protected by strengthening and preserving the dairy industry of this State.

ORGANIZATION: The Maine Dairy and Nutrition Council Committee was originally established in 1949 under the name of Maine Milk Advisory Committee, and funded at the rate of 1 cent per cwt, shared by Maine Milk dealers and producers shipping on the Maine market. Promotion functions were then under supervision of the Maine Development Commission. In 1951, the Advisory Committee was renamed the Maine Dairy Council Committee, its cwt fees for nutritional education activities were increased to 2 cents in 1953; Maine Development supervision of promotion activities was repealed in 1955, and in 1969 cwt fees for promotion were increased to 3 cents. The Committee was incorporated within the Department of Agriculture in 1969, with the Commissioner of Agriculture being delegated responsibility for employing Committee personnel and prescribing their duties. In 1975 the Maine Dairy Council Committee was renamed the Maine Dairy and Nutrition Council Committee.

PROGRAM: The Maine Dairy and Nutrition Council Committee is concerned with state-wide nutrition education in food selection and use. A program for training teachers through a series of workshops, instigated four years ago, proved to be highly effective and has been continually expanded to include various other segments of the society such as, Extension Aides, Head Start Cooks and staff, Practical Nurses, health department personnel, and community leaders. These leaders can then go back to their community and teach civic groups. The minimum amount of teacher training is set at four hours with a limit of 20 participants per staff nutritionist.

During the sessions the Dairy and Nutrition Council Committee nutritionists build a background in nutrition for the teacher and an understanding of the behavioral approach to education. These two subjects are then correlated along with Dairy Council teaching tools into learning experiences. Teachers are then able to incorporate nutrition into lessons such as science or social studies. Through these creative classroom activities the students learn how to choose and eat balanced meals each day.

In addition to various workshops, the Dairy and Nutrition Council Committee provides nutritional and educational materials to doctors, dentists, dietitians, home economists, nutritionists, nurses, health educators and others in the State interested in nutrition and nutrition education. It also provides a free film library service. The Dairy and Nutrition Council exhibits at several state functions such as conventions of the Maine Medical Association, Maine Home Economists, Maine Nurses, and the Maine Teachers Association as well as Farm Days, Maine Agriculture Trades Show and several of the smaller community functions. Materials and programs used by the Maine Dairy and Nutrition Council Committee have been developed by the National Dairy Council in Chicago, Ill., and have been reviewed and/or approved by such organizations as the American Dental Association, American Medical Association and American Dietetic Association.

As a unit affiliated with the National Dairy Council, the Maine Dairy and Nutrition Council Committee has at its disposal a resource in the nutrition needs of men, women and children. It uses this information to contribute to the optimal health and well-being of citizens of Maine.

In 1978 a new Nutrition Program called *Food: Your Choice* was introduced to the teachers in Maine elementary schools. This is a complete curriculum developed by National Dairy Council for teaching basic nutrition to elementary students in grades Kindergarten through 6. Initial response to this program has been excellent not only in Maine, but across the country.

Encouraged by the success of this elementary program, National Dairy Council is now in the process of expanding the program to include grades 7 thru 12. Target date for this phase of the program is 1980-81.

PUBLICATIONS: Catalog and Order blank listing all available materials with a brief description of each (free)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE DAIRY AND NUTRITION COUNCIL COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	31,429		31,429			
Bal Brt Fwd— Encumbered	1,484		1,484			
Licenses/Permits/Fees/Tax	107,983		107,983			
Fees Charged For Services	1,308		1,308			
TOTAL RESOURCES	142,204		142,204			
EXPENDITURES						
Salaries and Wages	44,118		44,118			
State Share of Retirement	4,848		4,848			
Travel Expenses, In-State	6,496		6,496			
Travel Expense, Out-State	2,187		2,187			
Utilities	2,508		2,508			
Rents	1,632		1,632			
Repairs	88		88			
Insurance	1,422		1,422			
General Operating Expense	5,282		5,282			
Other Supplies	27,905		27,905			
Grants to Pub. & Priv. Orgs.	8,742		8,742			
Transfer to General Fund	365		365			
Trans. to Gen.-Fund Sta-Cap	1,345		1,345			
TOTAL EXPENDITURES	106,938		106,938			

STATE HARNESS RACING COMMISSION

JOSEPH P. KENNEALLY, CHAIRMAN
THOMAS WEBSTER, Executive Secretary

Central Office: *Telephone:* 289-3221
Location: State Office Bldg., Augusta *Floor:* 6
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1935 *Sunset Termination Scheduled to Start by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 01; *Unit:* 017; *Unit Citation:* 8 M.R.S.A., Sect. 261

Average Count—All Positions: 4 *Permanent Legislative Count:* 4

PURPOSE: The State Harness Racing Commission was established to maintain honesty and integrity in pari-mutuel harness racing in the State of Maine and to insure that pari-mutuel racing is conducted in the best interest of horsemen, associations and the general public. The primary responsibilities of the Commission are to make rules and regulations for the holding, conducting and operating of all harness horse races or meets for public exhibition in the State and for the operation of race tracks on which any such race or meet is held; to assign dates for holding harness horse races or meets for public exhibition with pari-mutuel pools as will best serve the interests of the agricultural associations of Maine; to grant tracks a license to operate day or night harness racing; to license or register participants in harness horse racing pari-mutuel employees and race officials, upon application, and charge a fee for such license not to exceed $10; to regulate, supervise and check the making of pari-mutuel pools and the distribution therefrom; to establish a schedule of fines not to exceed $100 for minor violations of the Rules of Racing as adopted by the Commission; to supervise and regulate all medication administered to horses entered to race; and to encourage and promote the breeding of a strain of Maine standard bred horse.

ORGANIZATION: The State Harness Racing Commission was established in 1935 as the State Racing Commission. It received its present name in 1951, and in 1973 was placed within the Department of Agriculture. The Commission consists of three members appointed by the

Governor, for terms of three years. No more than two members may be of the same political party and one member must, in some capacity, be connected with agricultural societies which operate pari-mutuel racing. So far as practicable, all members must be interested in the establishment and development of a Maine breed of standard bred horses. The Commission elects a chairman from its membership. The Commissioner of Agriculture or his designee serves ex officio as secretary to the Commission, but is not a voting member.

PROGRAM: Major emphasis has been directed toward overall improvement of the sport and promotion of a breed of Maine Standardbred horses. The Commission feels improvement of the breed and a desire of persons in other areas to breed to Maine studs will guarantee future State incomes from this source, a healthy expanding industry, and encourage involvement of youth in horse ownership, breeding and care.

Drug control programs are in a continuing effort, in cooperation with the Department of Animal Industry and the Public Health Laboratory, to eliminate as nearly as possible drug use on race horses within the State.

The Colt program received additional funding by the 108th Legislature. The Commission was authorized to pay an amount equal to 1½% of the multiple or exotic wager into a fund to supplement purses for two and three year old eligible colts. Together with nomination, sustaining, starting and other various fees, purses for the Colt races should exceed $175,000.00 annually.

LICENSES, PERMITS, ETC.:

License:
- Standard Bred Horse Owners
- Drivers/Trainers Standard Bred Horses
- Various Pari-Mutuel Racing Officials
- Pari-Mutuel Racing Association—
  Fairs or Extended Meets
- Grooms of Standard Breed Horses

PUBLICATIONS: Rules and Regulations of the Maine State Harness Racing Commission

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE HARNESS RACING COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	195,547		195,547			
Bal Brt Fwd— Encumbered	270	270				
Licenses/Permits/Fees/Tax	224,740		224,740			
Fees Charged For Services	218,324		218,324			
Legislative Approp/Alloc	136,688	136,688				
Transfers—Non-Federal $	16,002	16,002				
TOTAL RESOURCES	791,571	152,960	638,611			
EXPENDITURES						
Salaries and Wages	95,384	95,384				
State Share of Retirement	10,775	10,775				
Prof Service, Not By State	15,073	126	14,947			
Other Prof. Serv., By State	15,000	15,000				
Travel Expenses, In-State	21,043	21,043				
Utilities	1,077	1,077				
Repairs	125	125				
Insurance	2,535	2,535				
General Operating Expense	5,940	5,940				
Other Supplies	589	589				
Grants to Pub. & Priv. Orgs.	461,460		461,460			
Trans to Gen-Fund Sta-Cap	195		195			
TOTAL EXPENDITURES	629,196	152,594	476,602			

STATE SOIL AND WATER CONSERVATION COMMISSION

JOHN FOGLER, CHAIRMAN
FRANK W. RICKER, Executive Director

Central Office: *Telephone:* 289-2666
Location: State Office Bldg., Augusta *Floor:* 6
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1941 *Sunset Termination Scheduled to Start by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 01; *Unit:* 019; *Unit Citation:* 12 M.R.S.A., Sect. 51

Average Count—All Positions: 3 *Permanent Legislative Count:* 3

PURPOSE: The State Soil and Water Conservation Commission was established to provide for the protection, proper use, maintenance and improvement of the soil, water and related natural resources of the State of Maine. The primary responsibilities of the Commission are to assist Soil and Water Conservation Districts in the preparation and implementation of their locally developed programs, accomplished through direct assistance, technical and financial assistance, and coordination with other State and Federal agencies, to develop and carry out public works projects for prevention of soil erosion, flood prevention, conservation, development, utilization and disposal of water; to assist in the completion of the National Cooperative Soil Survey; to conduct surveys, investigations, and research as necessary for implementation of other functions; to coordinate the floodplain studies of various Federal agencies; to coordinate the Small Watershed program statewide; to coordinate the Resource Conservation and Development Programs, to coordinate the inspection of dams with the U.S. Army Corps of Engineers; establish a registry of dams statewide and establish water levels on lakes and ponds.

ORGANIZATION: The State Soil and Water Conservation Commission, established in 1941 as the State Soil Conservation Committee, was renamed the State Soil and Water Conservation Committee in 1965, and received its present name and structure in 1969. The Commission consists of eleven members, five of whom serve ex officio; Dean of the College of Agriculture of the University of Maine, Commissioner of Agriculture, Commissioner of Conservation, Commissioner of Inland Fisheries and Wildlife, and Commissioner of Marine Resources; six of whom are Soil and Water Conservation District Supervisors, one representing each of the six specified Areas of the State, elected at an annual meeting of District Supervisors within the Area.

The sixteen Soil and Water Conservation Districts (SWCD) in Maine and their office locations by respective Area are as follows:

Area I
Central Aroostook SWCD, Presque Isle
Southern Aroostook SWCD, Houlton
St. John Valley SWCD, Fort Kent

Area II
Washington County SWCD, Machias
Hancock County SWCD, Ellsworth

Area III
Penobscot County SWCD, Bangor
Piscataquis County SWCD, Dover-Foxcroft
Somerset County SWCD, Skowhegan

Area IV
Kennebec County SWCD, Augusta
Knox-Lincoln SWCD, Rockland; and
Waldo County SWCD, Belfast;

Area V
Androscoggin Valley SWCD, Auburn
Franklin County SWCD, Farmington
Oxford County SWCD, South Paris

Area VI
York County SWCD, Sanford
Cumberland County SWCD, Westbrook

With the approval of the Commissioner of Agriculture, the Commission employs an Executive Director and such other employees as it may require.

PROGRAM: The accomplishments of the State Soil and Water Conservation Commission are apparent in the conservation practices applied to the land of the more than 12,300 private landowners signed up as cooperators with Maine's sixteen Soil and Water Conservation Districts. During FY 79, 6,000+ landowners were assisted in efforts to control erosion and other soil and water problems. New conservation plans were drawn up for 325 landowners holding 52,500 acres of land and 96 other conservation plans were brought up to date.

The Commission and Districts reviewed and evaluated over 534 applications submitted to the Department of Environmental Protection, Land Use Regulation Commission, the State Planning Office and the Department of Inland Fisheries & Wildlife during the past year. The recommendations from the Commission often become conditions of approval in the permits granted through these applications. Commission review involves the following considerations:

1. Suitability of soils
2. Erosion and sediment control
3. Relation to floodplains
4. Stormwater management and drainage
5. Protection of prime agricultural lands where appropriate.

Two applications for floodplain information studies were received and approved during the fiscal year. Two studies were completed and written reports presented to the municipal officers involved. The Commission employed twenty work study students to assist Districts with the heavy work load during the summer. They reviewed several Resource Conservation and Development projects successfully completed during the past year. The Commission held eight hearings for the establishment of water levels during the past year and registered 433 dams.

LICENSES, PERMITS, ETC.:

Registration:
- Dams

PUBLICATIONS:

Soil Suitability Guide for Land Use Planning in Maine
Maine Guidelines for Municipal Sewage Treatment Plant Sludge Disposal on the Land
Soil Surveys—The Municipal Officer's Good Right Hand
Maine Guidelines for Septic Tank Sludge Disposal on the Land
Native and Introduced Wildlife Shrubs of Maine
Environmental Quality Handbook
Conservation Needs Inventory—Maine

All above publications are free.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE SOIL AND WATER CONSERVATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	9,420		9,420			
Bal Brt Fwd— Encumbered	4,865	4,865				
Revenue From Federal Govt.	12,637				12,637	
Fees Charged For Services	4,090		4,090			
Legislative Approp/Alloc	106,677	106,677				
Adjustment of Balance Fwd			—2,000		2,000	
Transfers—Non-Federal $	1,429	1,429				
Transfers—Federal $	7,000				7,000	
TOTAL RESOURCES	146,118	112,971	11,510		21,637	
EXPENDITURES						
Salaries and Wages	42,532	42,127			405	
State Share of Retirement	4,925	4,876			49	
Prof Service, Not By State	16,337	5,850	1,741		8,746	
Computer Service, By State	93	93				
Travel Expenses, In-State	4,634	4,421	10		203	
Travel Expense, Out-State	1,642	1,642				
Utilities	1,651	1,631	20			
Rents	30		30			
Repairs	4,975	4,920	55			
Insurance	1,679	1,663			16	
General Operating Expense	2,924	1,958	935		31	
Other Supplies	881	798	83			
Grants To Federal Govt.	10,000	10,000				
Grants to Pub. & Priv. Orgs.	40,548	32,800			7,748	
Trans. to Gen.-Fund Sta-Cap	498		177		321	
TOTAL EXPENDITURES	133,349	112,779	3,051		17,519	

MAINE AGRICULTURAL BARGAINING BOARD

STEWART N. SMITH, COMMISSIONER

Central Office: *Telephone:* 289-2163
Location: State Office Bldg., Augusta *Floor:* 6
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 01; *Unit:* 020; *Unit Citation:* 13 M.R.S.A., Sect. 1956

Average Count—All Positions: 0 *Permanent Legislative Count:* 1

PURPOSE: The Maine Agricultural Marketing and Bargaining Act provides for the producers and handlers of agricultural products to negotiate in good faith with regard to the production, sale and marketing of the product involved.

Any agricultural organization which feels it is qualified, may submit an application to the board for consideration to be qualified as a bargaining agent.

ORGANIZATION: The Maine Agricultural Marketing and Bargaining Act was enacted in 1973 by the 106th Legislature. This Act provides for a bargaining board of 5 members, appointed by the Governor: 1 producer, 1 handler and 3 public members.

PROGRAM: Demands for arbitration between agricultural producers and handlers were very slight during the past fiscal year, resulting in unexpended funds which were utilized by authorization of the Legislature (1979 P&S chapter 18) to defray some of the expenditures of the Maine Food and Farmland Study Commission. With the expiration of the terms of some members and replacement appointments, along with anticipated bargaining needs, increased activity is expected during the next fiscal year.

LICENSES, PERMITS, ETC.:
Qualifications:
Producers' (Bargaining) Associations

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE AGRICULTURAL BARGAINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	10,614	10,614				
TOTAL RESOURCES	10,614	10,614				
EXPENDITURES						
Prof. Serv., Not By State	8,693	8,693				
Travel Expenses, In-State	11	11				
Utilities	355	355				
General Operating Expense	485	485				
Other Supplies	234	234				
TOTAL EXPENDITURES	9,778	9,778				

(ANIMAL WELFARE) ADVISORY BOARD

RONALD LOTT, V.M.D. CHAIRMAN
STANLEY T. BROWNE, Director

Central Office: *Telephone:* 289-2095
Location: State Office Bldg., Augusta *Floor:* 6
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1974 *Sunset Review Required by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 01; *Unit:* 021; *Unit Citation:* 17 M.R.S.A., Sect. 1216

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: To advise and consult with the Commissioner of Agriculture on matters pertaining to the humane treatment of animals.

ORGANIZATION: The Board was created by statute in 1973 and became effective January 1, 1974. The seven members are appointed for terms of three years, three members must be named from a list of individuals submitted by the Maine Federation of Humane Societies. Board members receive no compensation other than actual expenses incurred in performance of their duties.

PROGRAM: The Board meets on alternate months to review the progress of the Division of Animal Welfare. The Board also reviews legislation having to do with animals and animal welfare, and may, from time to time, recommend legislation which would benefit the overall care and treatment of animals.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: This unit is not authorized to receive or expend funds.

SARDINE INDUSTRY ADVISORY BOARD

EUGENE L. BAILEY, PRESIDENT

Central Office: *Telephone:* 289-3871
Location: North Lubec Canning Co., North Lubec
Mail Address: North Lubec Canning Co., North Lubec, Maine 04663

Established: 1955 *Sunset Review Required by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 01; *Unit:* 022; *Unit Citation:* 32 M.R.S.A., Sect. 4152.

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The purpose of the Sardine Industry Advisory Board is to advise the commissioner of the Department of Agriculture and the commissioner must consult with the Board on matters of general interest to the sardine industry that are within the jurisdiction of the commissioner.

The Board also monitors the Sardine Council and suggests and coordinates all aspects of the industry to constructively build the industry in Maine.

ORGANIZATION: There are 7 Board members who are all practical sardine packers. All appointments are made for 3-year terms except appointments to complete unexpired terms, and members serve without pay. The Board meets with the commissioner at regular intervals, to be determined by the Board itself. The commissioner can call a meeting of the Board on written request of 3 members.

PROGRAM: The Sardine Industry Advisory Board meets with the Director of the Division of Inspections at least three times per year.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: This unit is not authorized to receive or expend funds.

STATE BOARD OF VETERINARY MEDICINE

ALLAN INGRAHAM, DVM, PRESIDENT
BARRY P. FOSSETT, DVM, Secretary

Central Office: *Telephone:* 289-3701
Location: State Office Bldg., Augusta *Floor:* 6
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1905 *Sunset Termination Scheduled to Start by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 01; *Unit:* 023; *Unit Citation:* 32 M.R.S.A., Sect. 4854.

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Board of Veterinary Medicine was established to protect the public interest through the regulation of the practice of veterinary medicine in the State of Maine in order to maintain high professional standards. The primary responsibilities of the Board are to administer State Board examinations in veterinary medicine and issue licenses to qualified applicants who have successfully completed the examinations; to issue certificates of yearly registration to licensed veterinarians; to issue certificates of yearly registration to animal health technicians; to investigate written complaints brought before the Board; to issue temporary licenses to qualified applicants until such time as the State Board examination results are released; and to answer correspondence and maintain financial records.

ORGANIZATION: The Board of Veterinary Examiners, established in 1905, remained an independent entity until October, 1973, when legislation assigned the Board to the Department of Agriculture. The Division of Animal Industry has the responsibility of assisting the Secretary of the Board in the clerical aspects of his duties by receiving all fees, charges and assessments payable to the Board and accounting for and paying over the same according to the law.

Prior to action by the 107th Legislature, the Board consisted of three members, appointed by the Governor with the advice and consent of the Council, for terms of three years, with the Board electing its own secretary and president from its members. Effective October 1, 1975, the name was changed to the Board of Veterinary Medicine, and its membership expanded to five members, all veterinarians, appointed by the Commissioner of Agriculture for terms of five years. The 107th Legislature added a sixth (and public) member to the Board, to serve a 5-year term. This legislation became effective July 29, 1976.

PROGRAM: The Board met six times between July 1, 1978 and June 30, 1979. A yearly licensing exam is given by the Board to any qualified graduate veterinarian each June. The examination consists of a one-day National written section and a one-day State oral section. Thirty-one applicants sat for the examination; twenty-one passed and ten failed. The secretary also responded to many governmental forms and questionnaires. The 1977 Revised Practice Act was updated this year. Inquiries from drug companies pertaining to registration of Maine veterinarians were answered as well as inquiries from nonresident veterinarians about practice opportunities in Maine.

The Board acted upon occasional written complaints by considering them themselves. The Board is responsible for issuing and setting the fee for annual registration of all veterinarians holding a Maine Veterinary license and also for issuing and setting the fees for Animal Health Technicians. The registration of Animal Health Technicians will be voluntary until January 1, 1980.

LICENSES, PERMITS, ETC.:
- Registration:
  - Animal Medical Technicians
- License:
  - Veterinarians

PUBLICATIONS: Laws relating to Maine Veterinary Practice—1977. Free

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF VETERINARY MEDICINE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	8,475		8,475			
Fees Charged For Services	7,115		7,115			
TOTAL RESOURCES	15,590		15,590			
EXPENDITURES						
Salaries and Wages	2,600		2,600			
Travel Expenses, In-State	871		871			
Travel Expense, Out-State	503		503			
Utilities	252		252			
General Operating Expense	258		258			
Trans. to Gen.-Fund Sta-Cap	692		692			
TOTAL EXPENDITURES	5,176		5,176			

MAINE MILK TAX COMMITTEE

PRESTON ESTABROOK, CHAIRMAN
NORMAN A. WING, DIRECTOR

Central Office: *Telephone:* 289-3621
Location: Cony Rd. (Shop), Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1953 *Sunset Termination Scheduled to Start by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 01; *Unit:* 024; *Unit Citation:* 36 M.R.S.A., Sect. 4503.

Average Count—All Positions: 1 *Permanent Legislative Count:* 1

PURPOSE: The Maine Milk Tax Committee was established to promote the prosperity and welfare of the dairy industry of the State of Maine by fostering promotional, educational, advertising and research programs. The Committee is charged with the responsibility of a promotional and advertising campaign designed to increase the consumption of Maine fluid milk, thereby improving the ratio of Class I to Class II milk marketed by the Maine dairy farmer. This, in effect, increases the blend price actually received by the dairyman without increasing the price of milk to the consumer. Further, the Committee may take whatever action it deems appropriate to promote the dairy industry of the State of Maine.

ORGANIZATION: Established in 1953, the Maine Milk Tax Committee statutes have been amended from time to time to increase the fees paid by dairy farmers in order to more adequately finance a strong promotional program for Maine-produced milk. As a result of a reorganization act passed by the 105th Legislature, the Committee was incorporated within the Department of Agriculture, with the Commissioner of Agriculture being delegated the responsibility for developing operating budgets and of hiring necessary personnel to administer the program.

PROGRAM: In FY 79 the Maine Milk Tax Committee again implemented a promotion and advertising program on behalf of the dairy farmers of Maine. As a result, Class I Sales continued to rise but at a much slower rate than in the previous two years. Maine's Class I Sales of 145,659,840 quarts in 1978 represents an increase of 1,076,868 quarts over 1977 compared to a nearly 6 million quart increase in 1977 and a 7.3 million quart increase in 1976.

Exceptionally strong advertising campaigns by our competitors and particularly, by the soft drink manufacturers, are adversely affecting the sales of milk, not only in Maine, but all over the country. It is obvious that dairymen must increase their promotional efforts if they are to maintain their share of the beverage market.

Television Advertising. Television was determined to be the most cost effective media for generic milk advertising during FY78 and, therefore, received the majority of the advertising budget. Radio was used as a supplementary media, particularly during the summer months and holiday weekends when tourist traffic was at its peak. A total of 3,751 commercials promoting the use of milk were aired during the year.

Special promotions involving exhibits, milking contest demonstrations and radio remotes were conducted at the larger shopping malls and agricultural events during the year.

In-Store Merchandising. Point of purchase materials were professionally placed in 195 major Maine supermarkets. Two separate promotions were run in January and June. The in-store campaigns received constant praise from chain stores as being the finest of its kind. Each Sunday, over 300,000 people read Family Weekly or Parade magazine supplements. Twice during FY79, each one ran five-color, full-page ads. Each ad tied into the various themes of the in-store promotions.

Print advertising for non-brand milk promotion is considered as the least effective media and therefore, has been used only for the promotion of special merchandising support. For such support all of Maine's daily newspapers plus the Grange Herald and the Maine Grocers Bulletin were used.

In addition to the preceding and for the benefit of those Maine producers selling milk on the Boston Regional Market, the Maine Milk Tax Committee contracts with the Milk Promotion Services, Inc., located in Montpelier, Vermont, to carry out a similar promotional program in that marketing area.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE MILK TAX COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	30,854		30,854			
Bal Brt Fwd— Encumbered	1,454		1,454			
Licenses/Permits/Fees/Tax	313,102		313,102			
TOTAL RESOURCES	345,410		345,410			
EXPENDITURES						
Salaries and Wages	17,671		17,671			
State Share of Retirement	1,866		1,866			
Prof Service, Not By State	222,469		222,469			
Travel Expenses, In-State	2,014		2,014			
Travel Expense, Out-State	2,381		2,381			
Utilities	182		182			
Rents	1,500		1,500			
Insurance	385		385			
General Operating Expense	3,351		3,351			
Food	10		10			
Grants to Pub. & Priv. Orgs.	37,382		37,382			
Transfer to General Fund	7,589		7,589			
Trans. to Gen.-Fund Sta-Cap	601		601			
TOTAL EXPENDITURES	297,401		297,401			

MAINE POTATO COMMISSION

BERNARD SHAW, CHAIRMAN
EDWIN S. PLISSEY, Executive Director

Central Office: *Telephone:* 769-5061
Location: Caribou Rd., Presque Isle
Mail Address: P.O. Box 71, Presque Isle, Maine 04769

Established: 1955 *Sunset Review Required by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 01; *Unit:* 025; *Unit Citation:* 36 M.R.S.A., Sect. 4563

Average Count—All Positions: 2 *Permanent Legislative Count:* 2

PURPOSE: The Maine Potato Commission was established to conserve and promote the prosperity and welfare of the potato industry of the State of Maine. The primary responsibilities of the Commission are to appropriate, expend and otherwise administer monies received from the excise tax on potatoes raised in Maine for such purposes as the Commission determines to be in the best interest of the Maine potato industry. Funds are used to advertise and promote the sale of Maine potatoes and to underwrite research, better methods of producing, shipping, merchandising and manufacturing of potato products.

ORGANIZATION: The Maine Potato Commission was established by the Legislature in 1955 to replace the Maine Potato Tax Committee which was created in 1941 to advise the Maine Development Commission in the administration of revenue derived from the potato tax imposed in 1937. The Potato Commission, like its predecessor, the Potato Tax Committee, initially was a five-member group appointed by the Commissioner of Agriculture from among members of the Maine potato industry. In 1971, membership on the Commission was expanded to seven members, serving three-year terms, representing grower, processor and shipper elements of the industry. The Commission selects a chairman and vice- chairman from its members, and appoints an Executive Director to administer policies established by the Commission.

PROGRAM: Again this year the Maine Potato Commission's advertising and promotion campaign included a meeting with produce executives of chain stores and independent retailers in the New York-New Jersey metropolitan area; and exhibits of Maine potato products at the Eastern States Exposition, West Springfield, Mass., the Taste of Maine exhibit at Portland, and the Agricultural Trades Show, Augusta. In addition, the Executive Director attended the United Fresh Fruit and Vegetable Association and Potato Chip/Snack Food Association annual meetings in New Orleans and the Harrisburg (Pa.) Farm Show.

Advertising. Television advertising this year was limited to Cleveland, Ohio and New York City. This year the point-of-sale kits, containing bright posters, banners and price cards, were assembled and forwarded from the Commission offices. Colorful Maine potato recipe booklets were also supplied to stores for their distribution to customers. The Commission office also assumed the responsibility for writing, printing, and mailing a promotion Hotline to buyers and key produce executives and a Hotline containing potato recipes, buying and storage information mailed to food editors.

Research Programs. During FY 79 potato tax funds were again expended to underwrite the potato breeding program, the Central Maine project, potato silage project and potato scab study by the Maine Agricultural Experiment Station; continuation of support of the Sangerville Seedling Project, which lends support to the breeding program, and construction of a head farmer house by the Maine Seed Potato Board. The Northern Maine Regional Commission received a grant of $35,000 as the engineering cost of a proposed new technology starch plant. The Cooperative Extension Service was funded in the amount of $4,000 for their anti-bruise project.

Legislation was enacted to direct 20% of the potato tax receipts to the Maine Potato Council, an estimated $92,000. The Maine Potato Sales Association received an allocation of $10,800.

PUBLICATIONS:

Laws relating to the Maine Potato Commission (mimeographed—free)
Maine Potato Receipe booklets (printed—free)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE POTATO COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	22,321		22,321			
Bal Brt Fwd— Encumbered	15,223		15,223			
Licenses/Permits/Fees/Tax	425,666		425,666			
Fees Charged For Services	1,694		1,694			
Adjustment of Balance Fwd	230		230			
TOTAL RESOURCES	465,134		465,134			
EXPENDITURES						
Salaries and Wages	38,292		38,292			
State Share of Retirement	4,362		4,362			
Prof Service, Not By State	3,017		3,017			
Travel Expenses, In-State	4,940		4,940			
Travel Expense, Out-State	7,965		7,965			
Operation—State Vehicles	544		544			
Utilities	10,104		10,104			
Rents	3,067		3,067			
Repairs	1,652		1,652			
Insurance	675		675			
General Operating Expense	75,288		75,288			
Other Supplies	2,857		2,857			
Grants to Pub. & Priv. Orgs.	231,268		231,268			
Misc. Grants to Individual	400		400			
Equipment Purchases	6,279		6,279			
Transfer to General Fund	21,064		21,064			
Trans. to Gen.-Fund Sta-Cap	1,614		1,614			
TOTAL EXPENDITURES	413,388		413,388			

BOARD OF PESTICIDES CONTROL

STEWART N. SMITH, CHAIRMAN
DONALD MAIRS, Supervisor

Central Office: *Telephone:* 289-2215
Location: State Office Bldg., Augusta *Floor:* 6
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1965 *Sunset Termination Scheduled to Start by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 01; *Unit:* 026; *Unit Citation:* 22 M.R.S.A., Sect. 1452

Average Count—All Positions: 2 *Permanent Legislative Count:* 2

PURPOSE: The Board of Pesticides Control was established to protect the public health and safety and the public interest in the soils, water, forests, wildlife, agricultural and other resources of the State by assuring safe, scientific and proper use of chemical pesticides. The primary responsibilities of the Board are to examine and license commercial pesticide applicators; to license dealers of restricted-use pesticides; to certify farmers and other private individuals for purchase and use of restricted-use pesticides; to promulgate regulations regarding pesticide use; to issue permits for aquatic and restricted-use pesticides; to perform inspection-patrol work to check proper use of toxic chemicals; to prosecute violations or initiate license-suspension actions; and to cooperate with other agencies in environmental monitoring and protection.

ORGANIZATION: The Board of Pesticides Control was established in 1965, funded in 1969, staffed at its present level in 1970, and in 1973, placed within the Department of Agriculture. The Board is composed of eight ex officio members: the Commissioners of Agriculture, Human Services, Inland Fisheries and Wildlife, Marine Resources, Transportation, Environmental Protection, Conservation, and the Chairman of the Public Utilities Commission. The Board annually elects a chairman from its membership and employs personnel as necessary. A new Federal Environmental Protection Agency grant now provides funds for the position of certification coordinator; the incumbent is responsible for administering federally-mandated applicator certification activities.

PROGRAM: The federally-mandated program for certification of pesticide applicators was continued. Some 2,600 private applicators were recertified to purchase and use restricted-use pesticides, and 400 new entries received initial certification. 150 dealer licenses were renewed, of which 14 were new licensees. Commercial and governmental applicators are re-licensed annually; currently 467 individuals are certified and licensed in 11 categories. A training and recertification seminar for commercial and governmental applicators in the Forestry category was held at UMO. The certification program was maintained with 100% federal funds.

Budworm Program. Pesticide misuse complaints were at the highest level ever, mostly relating to the budworm suppression program of 1979. Board staff proved inadequate to meet the complaint load, and several federal investigators were called in. Major policy issues relating to budworm spraying were raised by anti-spray groups, and should be resolved prior to next year's program. The Board established a critical area in the vicinity of the DeBlois state fish hatchery, with strict controls on pesticides to be used on adjacent blueberry land.

The Certification Coordinator again spent a month on detail to the Department of Conservation, serving as Safety Officer at the Millinocket airport during the budworm control operation. Excellent cooperation with numerous state and federal agencies was experienced by this office. We worked particularly closely with the University of Maine, the Maine Poison Control Center, the Department of Human Services, and the U.S. Fish and Wildlife Service.

The extent of public concern over pesticide use, especially aerial application, has exceeded anything in the Board's history. Continuation of activities addressing these concerns will require hard prioritization of effort, increased staff, or perhaps both.

LICENSES, PERMITS, ETC.:

- License:
  - Commercial Pesticide Applicators
  - Pesticide Dealers
- Certificate:
  - Private Pesticide Applicators
- Permit:
  - Aquatic Pesticide
  - Limited-Use Pesticide
  - Critcal Area Pesticide Use

PUBLICATIONS:

- Board of Pesticides Control Statutes, Free
- Board of Pesticides Control Regulations, Free

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF PESTICIDES CONTROL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	90,392		90,392			
Licenses/Permits/Fees/Tax	41,226		41,226			
Revenue From Federal Govt	6,275				6,275	
Legislative Approp/Alloc	30,393	30,393				
Adjustment of Balance Fwd	—180		—19,672		19,492	
Transfers—Non-Federal $	4,169	4,169				
TOTAL RESOURCES	172,275	34,562	111,946		25,767	
EXPENDITURES						
Salaries and Wages	51,168	24,005	13,535		13,628	
State Share of Retirement	5,923	2,791	1,561		1,571	
Prof Service, Not By State	1,334	1,334				
Computer Service, By State	736	290	2		444	
Other Prof. Serv., By State	6,786	1,686	5,100			
Travel Expenses, In-State	5,113	985	3,287		841	
Travel Expense, Out-State	334		121		213	
Utilities	2,155		578		1,577	
Repairs	130	95			35	
Insurance	1,525	772	366		387	
General Operating Expense	5,826	2,283	1,583		1,960	
Other Supplies	661	310	160		191	
Equipment Purchases	399		399			
Trans. to Gen.-Fund Sta-Cap	2,110		1,160		950	
TOTAL EXPENDITURES	84,200	34,551	27,852		21,797	

(OFFICE OF) INSPECTOR OF DAMS

Contact: FRANK W. RICKER, Director, Soil and Water Conservation Commission

Central Office: *Telephone:* 289-2666
Location: State Office Bldg., Augusta *Floor:* 6
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1875 *Sunset Termination Scheduled to Start by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 01; *Unit:* 309; *Unit Citation:* 38 M.R.S.A., Sect. 811

PURPOSE: The Office of Inspector of Dams was established to provide state inspection of dams and reservoirs to protect human life and property.

ORGANIZATION: The Commissioner of Agriculture annually appoints a competent and professional engineer licensed to practice in this State (effective July 1, 1978), who is a citizen of the State as inspector of dams. The inspector of dams shall hold office until his successor is appointed and qualified. Since establishment, the law has been amended to provide for year round inspections instead of restricting to the months of August, September and October.

The engineer receives as full compensation for his service, $75 a day while actually employed in this service, together with his actual traveling expenses to be audited, allowed and paid from the Department of Agriculture. In cases where the dam or reservoir is judged by the inspector of dams to be unsafe or insufficient, the Commissioner of Agriculture collects from the owner of the dam the total expenses incurred by the State for the inspection. In the event that the owner of a dam, which is judged to be unsafe or insufficient, fails to pay the total cost of inspection as required in this section, the Commissioner of Agriculture shall forthwith commence a civil action in the name of the State for the recovery of the cost of the inspection.

PROGRAM: Upon the petition of 10 resident taxpayers of any town or several towns, the selectmen or assessors of any town or the county commissioners of any county, the inspector of dams inspects any dam or reservoir, except dams licensed and inspected by any agency of the United States Government, located in the town or county and erected for the purpose of saving water for manufacturing or other uses. Following personal examination of the dam or reservoir and after hearing the testimony of witnesses summoned for the purpose, the inspector of dams forthwith reports to the Commissioner of Agriculture his findings and his opinion of the safety and sufficiency of the dam or reservoir. In the case of finding a dam to be unsafe or insufficient, the Commissioner of Agriculture notifies all interested parties, including owners with riparian rights, municipalities in which the dams are located and any other persons or organizations that the Commissioner of Agriculture deems necessary. The inspection of dams shall be under the sole jurisdiction of the Department of Agriculture.

No dams have been inspected to date under this legislation. However, there are four inspections pending.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: 38 MRSA, Sec.813, Ch. 684, 1978 provides that expenditures of this unit, shall be borne by the Department of Agriculture. By administrative decision these expenditures are included within those of the State Soil and Water Conservation Commission.

MAINE FOOD AND FARMLAND STUDY COMMISSION

DR. FREDERICK HUTCHINSON, CHAIRMAN
TYLER LIBBY, Director

Central Office: *Telephone:* 289-3874
Location: State Office Bldg., Augusta *Floor:* 6
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1977 *Statutory Termination:* June 30, 1979

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 01; *Unit:* 337; *Unit Citation:* 1977 P&SL Chap 65

Average Count—All Positions: 1 *Permanent Legislative Count:* 0

PURPOSE: The 108th Maine Legislature enacted P&SL 1977, C. 65, "An Act to establish the Maine Food and Farmland Study Commission". The purpose of the Commission is to protect the food production capability of the State and to encourage greater state food and agricultural self-sufficiency. The Commission will recommend to the Governor and the 109th Legislature policies and programs to protect agricultural lands from urban encroachment and residential development.

ORGANIZATION: The Commission consists of 24 members. Eleven of these members are appointed by the Governor. Other members consist of 7 representatives of state agencies, 2 representatives of the University of Maine, 2 members of the House of Representatives and 2 members of the Senate. Emergency legislation placed the Commission within the Department of Agriculture which provides office space and administrative services to the Commission. The creating law provides for the statutory termination of this Commission on June 30, 1979.

PROGRAM: The Commission's first organizational meeting was held on February 24, 1978. Twelve hearings were held to hear testimony on a variety of subject areas. The purpose of these hearings was to educate the Commission itself and to help focus on the areas of concern.

Research. Simultaneously, sub-committees researched programs in other states and countries that help preserve farmlands, assisted young people to enter farming, and improved commodity marketing. The Commission staff, with assistance from various state agencies, has conducted research in numerous other related areas.

During FY 1979, the Commission has completed its charge by developing a final report which has been subjected to extensive public review.

PUBLICATIONS:

Report of The Maine Food and Farmland Study Commission to the Governor and the 109th Maine Legislature—Free

Agriculture in Maine—A Policy Report—Free

FINANCES, FISCAL YEAR 1979: P & SL 1979 #18 provides $8,000 to be expended by the Department of Agriculture (here reflected in the financial display of the Maine Agricultural Bargaining Board). An additional $9,500 was expended on behalf of this unit by the State Soil and Water Conservation Commission.

DEPARTMENT OF BUSINESS REGULATION

GORDON L. WEIL, COMMISSIONER
LINDA S. GILSON, Director, Administrative Services

Central Office: *Telephone:* 289-3916
Location: Hallowell Annex, Central Bldg., Hallowell
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 02; *Unit:* 027; *Unit Citation:* 10 M.R.S.A., Sect. 8001

Average Count—All Positions: 99 *Permanent Legislative Count:* 20.5

Organizational Units:

- Administrative Services
- Arborist Examining Board
- Maine Athletic Commission
- Bureau of Banking
  - Banking Advisory Board
- Central Licensing Division
- State Claims Board
- Bureau of Consumer Protection
  - Council of Advisors on Consumer Credit
  - Home Repair Advisory Board
- Electricians' Examining Board
- Bureau of Insurance
  - General Lines Agent Examination Advisory Board
  - Life Agent Examination Advisory Board
- Manufactured Housing Board
- Oil Burner Men's Licensing Board
- State Board of Examiners of Psychologists
- Real Estate Commission
- State Running Horse Racing Commission
- State Board of Social Workers Registration
- State Board of Examiners on Speech Pathology and Audiology
- Board of Registration of Substance Abuse Counselors

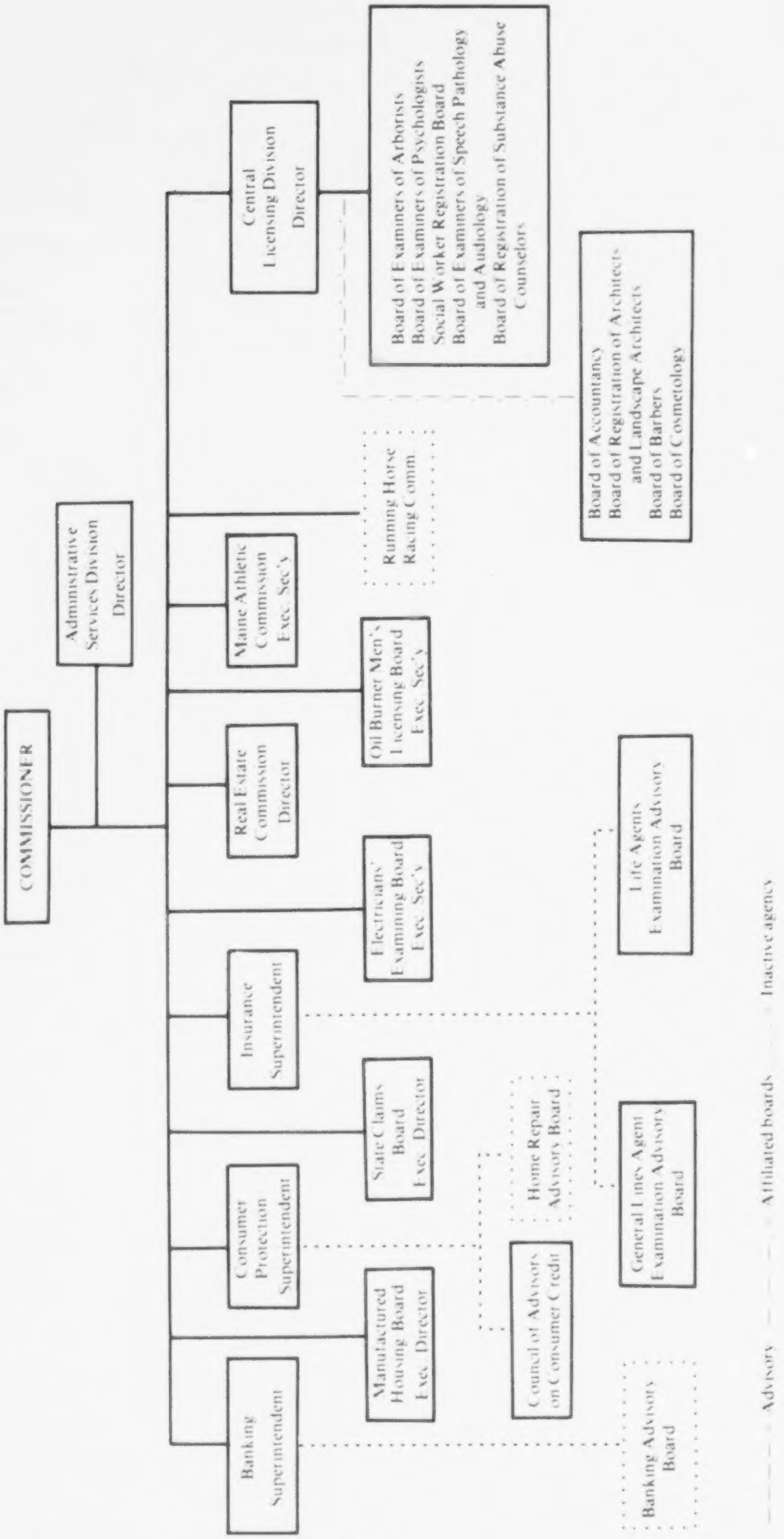
AFFILIATED BOARDS:

- Board of Accountancy
- Maine State Board for Registration of Architects and Landscape Architects
- State Board of Barbers
- State Board of Cosmetology

PURPOSE: The Department of Business Regulation was established to regulate financial institutions, insurance companies, commercial sports and grantors of consumer credit, to license professional and occupational trades and to award just compensation in land condemnations.

ORGANIZATION: The Department of Business Regulation was created in October, 1973, as part of State government reorganization designed to consolidate related State agencies along functional lines and to strengthen executive direction at the departmental head level. Specific agencies placed under the jurisdiction of the Department were the Bureau of Banking; the Bureau of Insurance; the Real Estate Commission; the Maine State Boxing Commission (renamed Maine Athletic Commission); the State Running Horse Racing Commission; and the

ORGANIZATION CHART
DEPARTMENT OF BUSINESS REGULATION


COMMISSIONER
Administrative Services Division Director
Banking Superintendent
Consumer Protection Superintendent
Insurance Superintendent
Real Estate Commission Director
Maine Athletic Commission Exec. Sec'y
Central Licensing Division Director
Manufactured Housing Board Exec. Director
State Claims Board Exec. Director
Electricians' Examining Board Exec. Sec'y
Oil Burner Men's Licensing Board Exec. Sec'y
Running Horse Racing Comm.
Board of Examiners of Arborists
Board of Examiners of Psychologists
Social Worker Registration Board
Board of Examiners of Speech Pathology and Audiology
Board of Registration of Substance Abuse Counselors
Board of Accountancy
Board of Registration of Architects and Landscape Architects
Board of Barbers
Board of Cosmetology
Council of Advisors on Consumer Credit
Home Repair Advisory Board
Banking Advisory Board
General Lines Agent Examination Advisory Board
Life Agents Examination Advisory Board
Advisory
Affiliated boards
Inactive agency

CONSOLIDATED FINANCIAL CHART FOR FY 79
DEPARTMENT OF BUSINESS REGULATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	1,288,898		1,288,898			
Bal Brt Fwd— Encumbered	57,633	1,577	56,056			
Licenses/Permits/Fees/Tax	1,227,301		1,227,301			
Fines/Forfeits/Penalties	375		375			
Fees Charged For Services	517,414		517,414			
Legislative Approp/Alloc	270,120	188,730		81,390		
Adjustment of Balance Fwd	17,210	—1	17,211			
Transfers—Non-Federal $	1,943	1,943	—1,586	1,586		
TOTAL RESOURCES	3,380,894	192,249	3,105,669	82,976		
EXPENDITURES						
Salaries and Wages	1,135,440	119,957	966,977	48,506		
State Share of Retirement	126,106	13,596	108,739	3,771		
Other Fringe Benefits	30		30			
Prof Service, Not By State	173,359	930	172,348	81		
Computer Service, By State	59,720	884	58,836			
Other Prof. Serv., By State	—7,182	1,391	—8,913	340		
Travel Expenses, In-State	110,548	3,771	105,795	982		
Travel Expense, Out-State	8,864	1,088	7,776			
Operation—State Vehicles	13,376		13,376			
Utilities	44,049	5,757	36,409	1,883		
Rents	19,035		19,035			
Repairs	4,602	70	4,307	225		
Insurance	30,863	2,045	28,055	763		
General Operating Expense	126,458	9,251	112,242	4,965		
Food	213		213			
Fuel	28		28			
Other Supplies	35,433	2,262	32,113	1,058		
Equipment Purchases	20,365	1,135	18,729	501		
Trans. to Gen.-Fund Sta-Cap	67,470		65,930	1,540		
TOTAL EXPENDITURES	1,968,777	162,137	1,742,025	64,615		

Land Damage Board (renamed State Claims Board). The Special Session of the 106th Legislature authorized the establishment of the Bureau of Consumer Protection to implement the Maine Consumer Credit Code which became effective on January 1, 1975. The Administrative Services Division was established by the Commissioner in 1974 to provide for centralized administrative services which could not be justified on a single bureau, commission or board basis, leaving these agencies free to concentrate on regulatory functions. The 107th Legislature authorized the transfer of the Oil Burner Men's Licensing Board and the Electrician's Examining Board from the Department of Public Safety. The Special Session of the 107th Legislature authorized the establishment of a Central Licensing Division, the transfer of the Board of Examiners on Speech Pathology and Audiology from an independent agency status, and the transfer of the State Board of Examiners of Psychologists from an independent agency status. The 108th Legislature authorized the creation of the Board of Registration of Substance Abuse Counselors and the Manufactured Housing Board and the transfer of the Board of Examiners of Arborists from an independent agency status. In its second session, the 108th Legislature authorized the transfer of the Social Worker Registration Board from an independent agency status.

The administrative head of the Department is the Commissioner who has duties and authority with relation to the preparation of the budget for the Department, personnel, purchases, on-going review of functions to insure efficiency, and liaison between the Bureaus, Boards and Commissions within the Department and Governor. The Commissioner does not have authority to exercise or interfere with the exercise of discretionary, regulatory or licensing authority granted by statute to the Bureaus, Boards or Commissions within the Department. In a few cases the Commissioner is given regulatory authority.

For certain Boards, the Department acts as liaison with the Governor and transmits their budgets appended to the budget of the Department. In addition, the Central Licensing Division may provide services to these Boards. The 108th Legislature in its second regular session, transferred the following Boards from independent agency status to this affiliated status with the Department: Board of Accountancy, Board of Registration of Architects and Landscape Architects, Board of Barbers, and Board of Cosmetology.

PROGRAM: Under Alfred W. Perkins, who served as Commissioner and as Acting Commissioner, through February 16, 1979, the offices of operating agencies within the Department were relocated to the Hallowell State Office Annex, placing them for the first time under one roof. In addition, within the Administrative Services Division, a word processing operation was established. During his term, Mr. Perkins also conducted studies of issues relating to insurance at the request of the Legislature.

During the period February 16 and April 1, 1979, John A. Durham, Superintendent of the Bureau of Banking, served as Acting Commissioner.

From April 2, 1979, Gordon L. Weil served as Commissioner. During this period, legislative liaison procedures were strengthened in order to assure policy coordination between the Department and the Governor's Office. In addition, a broad reform was undertaken to insure adequate levels of staffing and remuneration in all agencies. Vacancies existed at the head of the three Bureaus, nominees were selected by the Commissioner, approved by the Governor, and confirmed by the Legislature.

Pursuant to action by the 109th Legislature, the Department prepared for the addition of the Board of Registration for Professional Foresters, the Board of Certification for Geologists and Soil Scientists, and the Board of Examiners in Physical Therapy. In addition, it prepared for the creation of the Auctioneers Advisory Board.

LICENSES, PERMITS, ETC.:
Auctioneers Licenses
Itinerant Vendors
Itinerant Photographers

PUBLICATIONS: See reports of component units.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF BUSINESS REGULATION (Chief Administrative Unit)	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
RESOURCES						
Bal Brt Fwd—Unencumbered	52		52			
Legislative Approp/Alloc	41,319	41,319				
Transfers—Non Federal $	65,000		65,000			
TOTAL RESOURCES	106,371	41,319	65,052			
EXPENDITURES						
Salaries and Wages	81,551	31,424	50,127			
State Share of Retirement	9,022	3,225	5,797			
Prof Service, Not By State	1,889	163	1,726			
Computer Service, By State	4,033		4,033			
Other Prof. Serv., By State	−17,259		−17,259			
Travel Expenses, In-State	165	149	16			
Travel Expense, Out-State	76	76				
Utilities	2,752	1,881	871			
Repairs	230	35	195			
Insurance	1,804	121	1,683			
General Operating Expense	1,482	250	1,232			
Other Supplies	2,335	287	2,048			
Equipment Purchases	941		941			
Trans. to Gen. Fund Sta Cap	12,797		12,797			
TOTAL EXPENDITURES	101,818	37,611	64,207			

BUREAU OF BANKING

H. DONALD DeMATTEIS, SUPERINTENDENT
ROY L. GOVE, Deputy Superintendent

Central Office: *Telephone:* 289-3231
Location: Hallowell Annex, Central Bldg., Hallowell
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1827 *Sunset Review Required by:* June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 02; *Unit:* 029; *Unit Citation:* 9-B, M.R.S.A., Sect. 121

Average Count—All Positions: 27 *Permanent Legislative Count:* 3

PURPOSE: The Bureau of Banking was established to supervise all financial institutions chartered by the State in a manner to maintain and promote safe and sound financial practices; strength, stability and efficiency of financial institutions; security of deposit and share funds; reasonable and orderly competition; and development and expansion of financial services advantageous to the public welfare; and to assure that investors and the general public have the full and accurate information needed to make investment decisions, and that transactions in securities be effected fairly and honestly and are not fraudulent.

The Bureau has the power and responsibility to promulgate rules and regulations to govern the activities, operations, and procedures of financial institutions; to conduct an on-site examination of each financial institution supervised by the Bureau at least once every 18 months; to require reports and information necessary for proper supervision; to summon persons and subpoena witnesses in connection with Bureau matters; to order any person to cease violating any law or regulation or cease engaging in any unsafe and unsound financial practice; to approve or deny applications for new charters and applications by existing financial institutions to branch, merge, acquire, consolidate, relocate offices or convert to another charter; to administer the Maine Securities Act requiring registration of all non-exempt securities sold and registration of all brokers, dealers and agents selling securities in Maine; to prohibit dealers and agents from offering or selling securities if not satisfied that offerings have been made honestly, fairly, in good faith, with proper disclosure of information, and will not work a fraud on the prospective purchaser; to suspend or revoke, after hearing, the registration of dealers or agents or of any security, where statutory requirements have not been met; and to respond quickly and effectively to consumer complaints, investigate possible violations and make recommendations to the Attorney General as to the prosecution of violators. The Bureau administrates the Takeover Bid Disclosure Law, requiring the filing of information about any company seeking to purchase 5% or more of the shares of any non-exempt target company which is organized under Maine law or which has substantial assets located in Maine, and can prohibit such offer, if after a hearing the proposed offering is deemed not to meet the requirements of law. The Bureau is lastly required to register and to require bonding of issuers and sellers of money orders by persons other than financial institutions authorized to do business in Maine.

ORGANIZATION: From the date of Maine's statehood until 1831, only occasional committees were appointed by the Legislature to examine certain banks whenever deemed expedient. In 1831, the Legislature directed the Governor and Council to appoint two Commissioners who were required to examine each incorporated bank at least once a year. The powers and duties of the Commissioners were gradually broadened to include authorization to supervise every state bank and savings bank in the State and to set forth procedures to guard against unsafe practices. In 1868, the two Bank Commissioners were replaced with a single examiner of banks and insurance companies charged with making annual examinations of banks and insurance companies. Two years later, a separate office of Insurance Commissioner was created, with the provision that this person could not at the same time serve as the Examiner of Banks. In 1909, legislation was enacted granting general supervisory powers over banks, loan and building associations and trust companies, including approvals of branches, mergers and new charters under a public convenience and advantage standard. The title of Bank Examiner was also changed back to Bank Commissioner. The Commissioner was empowered to hire one or more clerks, one of whom would be named Deputy Commissioner, thus marking the beginning of the Banking Department. Since 1909, powers and duties have been expanded to include supervision and regulation of credit unions.

The law of the State of Maine relating to "Dealers in Securities" was enacted in 1913, two years after Kansas enacted the first "blue sky" law. This law was to be administered by the Bank Commissioner. Following several minor revisions, the law was amended in 1931 to include an expanded definition of the term "securities" to include land or property situated outside of Maine and to provide for a full-time securities examiner and later to provide for a Securities Division. In 1967, the law was changed substantially to provide for the registration of securities, to expand further the definition of securities, to add civil liability and anti-fraud provisions to the Act, and to increase penalties for violations. A 1973 amendment to the Maine Securities Act gave the Superintendent of Banks and Banking authority to exempt certain dealers, agents, securities and transactions, and a 1977 amendment authorized an expanded exemption for Maine corporations. In 1978 a Takeover Bid Disclosure Law was enacted, naming the Bank Superintendent or his designee as the administrator. Both the Maine Securities Act and the Takeover Bid Disclosure Law are administered by the Securities Division of the Bureau.

Under the plan for State government reorganization, the Bureau of Banks and Banking was placed within the Department of Business Regulation, effective October 3, 1973. The Bureau of Banks and Banking became known as the Bureau of Banking when the new Maine Banking Law took effect October 1, 1975. The licensing of small and large loan companies, home repair dealers and salesmen, motor vehicle dealers and authority in the area of credit cost disclosures and non deposit industrial loan companies were transferred to the Bureau of Consumer Protection within the Department of Business Regulation, effective June 28, 1974. The last of the remaining industrial banks went out of existence during the early months of 1976. In 1977, Chapter 22, Section 221 was amended to change the examination period from one year to 18 months.

PROGRAM: The Bureau's program is primarily implemented through its Banking and Securities divisions.

Banking. Statutory requirements now call for examination of all state-chartered financial institutions and credit unions to be completed once in an 18 month period. The present 18 month period for examinations ends December 31, 1979.

Of the three branch applications pending June 30, 1978, and the fourteen received during fiscal year 1979: eleven were approved, one denied, and 5 were still pending at the close of the fiscal year 1979. As of June 30, 1978, there were two applications pending for relocation of branch offices; these were approved. Also pending were two requests to close branch offices; one was denied and the other, along with one other application received during the fiscal year, was approved. Other miscellaneous applications processed were: one request to merge two savings banks (pending as of 6-30-78), approved; and one application to merge a savings and loan association into a savings bank, approved. Several applications involving commercial banks were processed: two national banks were merged into two trust companies; one national bank converted to state charter; one trust company changed its name; and the sale of two branches of one commercial bank to another was approved.

Administrative officers of the Bureau attended and participated in programs of industry groups, professional associations and federal bank regulatory agencies. Advanced examiner training included: one senior examiner attended the Northern New England School of Banking and one began the first year study of a three-year course at the Graduate School of Banking at Williams College; four examiners attended various federal agency examiners schools including the FDIC Senior Examiners School and a School for Trust Examiners and School for Senior Examiners; one examiner attended the National School for State Credit Union Examiners and another, the State Graduate School for Examiners.

Short-term Bureau goals include the development of career opportunities for personnel by grade reclassification and upgrading of professional opportunities; the development of adequate research, data-gathering and consumer service capacities; and establishment of an expanded, comprehensive training program to provide qualified examiners in a reduced time frame. Long-term goals include addition of examination capabilities to the Securities Division and recodification of Securities Laws; and development of the capacity to assume greater responsibilities in bank examinations from Federal regulatory agencies.

Securities Division. During the preceding fiscal year, the Securities Division processed 1,431 applications to register securities. Issuer-applicants were varied, and included churches, hospitals, holding companies, public utilities, transportation companies, industrial companies, financial companies, investment companies; unit investment trusts for tax-exempt bond funds; foreign governments; limited partnership syndications for oil/gas drilling, land, nursing homes, apartments, computers, historic building renovations; and development companies of out-of-state land sub-divisions and condominiums. Local issuers, exempt from Federal registration requirements and subject only to Maine registration requirements, principally included limited partnerships for elderly and low income apartment projects, and nursing homes. Local issuers as well as investment companies, unit investment trusts and out-of-state land condominium offerors required the most attention in the registration process. Two applications were made under the Takeover Bid Disclosure Law and an investigation and hearing was conducted concerning a third alleged Takeover Bid involving an attempt by Sharon Steel Corporation to acquire 5% or more of the outstanding common stock of UV Industries, Inc., a Maine corporation. Ultimately, circumstances mooted the State's interest, prompting a Consent Agreement among all parties and an order vacating prior enforcement orders; the State received $10,000 as reimbursement of costs, from Sharon Steel Corporation.

Dealer and agent registration was on a calendar year basis, through December 31, 1976. An amendment in the statutes, effective October 1, 1976, changed the registration period to provide for an expiration date on September 30th rather than December 31st, and for a biennial renewal of registration. On September 30, 1978 those applying dealers and agents subject to expiration were renewed for the period expiring September 30, 1980.

A short-term goal of the Division is to provide for computer processing of renewal licenses for dealers and agents, which is anticipated to be operational sometime in 1979.

LICENSES, PERMITS, ETC.:

License:
- Securities Agent or Salesman
- Securities Dealer
- Negotiable Money Orders

PUBLICATIONS:

Banking Laws, Regulations and Bulletins—Maine Bureau of Banking ($20.00)
Maine Securities Act—No Fee
Annual List of Dealers & Agents (Securities Division)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF BANKING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	201,240		201,240			
Bal Brt Fwd— Encumbered	1,685		1,685			
Licenses/Permits/Fees/Tax	296,287		296,287			
Fees Charged For Services	228,559		228,559			
Legislative Approp/Alloc	48,115	48,115				
Adjustment of Balance Fwd	172		172			
Transfers—Non-Federal $	—9,039	5,461	—14,500			
TOTAL RESOURCES	767,019	53,576	713,443			
EXPENDITURES						
Salaries and Wages	329,398	41,706	287,692			
State Share of Retirement	38,132	4,886	33,246			
Prof Service, Not By State	3,382		3,382			
Computer Service, By State	13,812		13,812			
Travel Expenses, In-State	57,317		57,317			
Travel Expense, Out-State	1,959		1,959			
Utilities	6,304	952	5,352			
Rents	374		374			
Repairs	1,182	35	1,147			
Insurance	8,880	1,156	7,724			
General Operating Expense	21,745	3,602	18,143			
Other Supplies	4,752	857	3,895			
Equipment Purchases	3,680		3,680			
Trans. to Gen.-Fund Sta-Cap	14,970		14,970			
TOTAL EXPENDITURES	505,887	53,194	452,693			

HOME REPAIR ADVISORY BOARD

BARBARA REID ALEXANDER, CHAIRMAN

Central Office: *Telephone:* 289-3731
Location: Hallowell Annex, Central Bldg., Hallowell
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1966 *Sunset Review Required by:* June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 02; *Unit:* 037; *Unit Citation:* 9 M.R.S.A., Sect. 3752

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: There are two main purposes of the Home Repair Advisory Board: to advise and consult with the Superintendent of the Bureau of Banking within the Department of Business Regulation concerning practices in the home repair industry, the administration of the law, and the rules and regulations adopted to implement the law; and to advise and inform the public concerning any practices in connection with home improvements which the Board may consider contrary to the public interest.

ORGANIZATION: The Home Repair Advisory Board is in the Department of Business Regulation within the Bureau of Banking. The Board consists of the Superintendent, who is the chairman of the Board, and 4 other members appointed by the Superintendent. Of the 4 appointed members, 2 must have had practical experience as home repair contractors. Each appointed member serves for a term of 4 years and until his/her successor is appointed and qualified.

The members of the Board serve without compensation but are reimbursed for their actual and necessary expenses in attending meetings of the Board.

PROGRAM: During FY 79 the Home Repair Advisory Board was inactive having no meetings, programs or accounts. There are no appointees to the Board.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit, by administrative decision, are included with those of the Bureau of Consumer Protection.

BUREAU OF INSURANCE

THEODORE T. BRIGGS, SUPERINTENDENT

Central Office: *Telephone:* 289-3141
Location: Hallowell Annex, Central Bldg., Hallowell
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1870 *Sunset Review Required by:* June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 02; *Unit:* 031; *Unit Citation:* 24A M.R.S.A., Sect. 200

Average Count—All Positions: 25 *Permanent Legislative Count:* 1

Organizational Units:
General Lines Agent Examination Advisory Board
Life Agent Examination Advisory Board
Examination Division
Licensing Division
Property and Casualty Division
Life and Health Division
Consumer Services Division

PURPOSE: To regulate all insurance companies granted a certificate of authority in Maine to protect the public, and to license insurance agents, brokers and adjusters in the public interest. To accomplish these purposes the Bureau is empowered to license insurance companies and rating organizations to operate in the State of Maine. It also licenses non-profit hospitals, medical or other health service organizations and automobile road service organizations.

The Bureau examines domestic insurers not less than once every five years to insure the soundness of the insurance company's financial position. In addition, the Bureau has certain limited responsibilities for the examination of alien insurers. The Bureau also audits the annual statements of insurance companies, and examines and issues licenses to all qualified applicants for licenses as insurance agents, brokers, consultants and adjusters. Also, the Bureau is responsible for the administration of the rate-regulatory law of the State of Maine, and all policy forms and contracts used in Maine must be filed by insurance companies for approval by the Bureau.

The Bureau may file a complaint with the Administrative Court seeking suspension or revocation of licenses in instances where insurance companies, agents, brokers, consultants or adjusters have failed to comply with the lawful regulations of the Bureau or the statutory provisions of Title 24 or Title 24-A.

ORGANIZATION: In 1868 a State Bank and Insurance Examiner was appointed and charged with making annual examinations of banks and insurance companies. Two years later, in 1870, the Office of the Insurance Commissioner was created, with the provison that this person could not at the same time serve as the Examiner of Banks. The Office of the Insurance Commissioner became the Insurance Department in 1959.

Under the plan for State Government reorganization, the Insurance Department became the Bureau of Insurance and was placed within the Department of Business Regulation effective October 3, 1973.

PROGRAM:

Examination Division. The Examination Division completed 7 domestic insurance company examinations, 4 policy reserve valuations, handled 4 distressed company situations (resolved two by merger with another carrier and rehabilitated two), passed on the acquisition of 2 insurers and initiated work on 5 other domestic insurers.

Licensing Division. The Licensing Division processed licenses for 17 new insurance companies, 1 new road service club, 12 new insurance adjusters, 92 new brokers, and 1,080 new agents. The net gain in the number of agents licensed in Maine was 699.

Consumer Services Division. The Consumer Services Division serviced 2,150 complaints and 865 inquiries during 1979. During that year it held 120 hearings on cancellation and nonrenewal cases, with 73 decisions for the insured and 42 for the company.

A total of 1,051 individual examinations for agents', brokers' and adjustors' licenses in Property/Casualty and Health & Life were given. This figure, however, includes a large number of persons who failed the exam twice or failed it once and passed it the next time.

Life & Health Division. Hundreds of policy forms and rate filings were reviewed during fiscal year 1979 and were either approved and placed on file, amended and approved or disapproved.

Property & Casualty Division. Hundreds of rate rules and form filings were reviewed during fiscal year 1979, and were either placed on file, amended and placed on file or disapproved. This division also monitors the auto and worker's compensation assigned risk plans and assists with inquiries from the general public.

The Bureau is in the process of reorganizing and upgrading and is authorized to add actuarial services.

LICENSES, PERMITS, ETC.:

License:
    Insurance Agents (Res. & Nonres.)
    Insurance Brokers (Res. & Nonres.)
    Insurance Adjuster
    Surplus Lines Insurance
    Road Service Co. & Agents
    Insurance Consultants
    Insurance Companies
    Rating Organizations

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF INSURANCE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	557,819		557,819			
Bal Brt Fwd— Encumbered	36,199		36,199			
Licenses/Permits/Fees/Tax	250,014		250,014			
Fines/Forfeits/Penalties	325		325			
Fees Charged For Services	135,302		135,302			
Legislative Approp/Alloc	34,340	34,340				
Adjustment of Balance Fwd	46		46			
Transfers—Non-Federal $	−51,086		−51,086			
TOTAL RESOURCES	962,959	34,340	928,619			
EXPENDITURES						
Salaries and Wages	244,345	16,578	227,767			
State Share of Retirement	28,059	2,027	26,032			
Prof Service, Not By State	97,485		97,485			
Other Prof Serv, By State	7,800		7,800			
Travel Expenses, In-State	923		923			
Operation—State Vehicles	85		85			
Utilities	6,028	1,009	5,019			
Rents	6,258		6,258			
Repairs	1,916		1,916			
Insurance	6,782	257	6,525			
General Operating Expense	21,457	1,168	20,289			
Other Supplies	5,071		5,071			
Equipment Purchases	5,639		5,639			
Trans. to Gen.-Fund Sta-Cap	16,979		16,979			
TOTAL EXPENDITURES	448,827	21,039	427,788			

GENERAL LINES AGENT EXAMINATION ADVISORY BOARD

JOHN L. WOODSIDE, CHAIRMAN

Central Office: *Telephone:* 289-3141
Location: Stevens School, Central Bldg., Hallowell
Mail Address: Statehouse, Augusta, Maine 04333 *Sunset Review Required by:* June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 02; *Unit:* 033; *Unit Citation:* 24A M.R.S.A. Sect. 1525

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The main purposes of the General Lines Agent Examination Advisory Board are to make recommendations to the superintendent with respect to the scope, type and conduct of written examinations for license, the times and places within the State where examinations shall be held.

ORGANIZATION: The General Lines Agent Examination Advisory Board consists of 5 members, to be appointed by the superintendent of the Bureau of Insurance for terms of 3 years each, on a staggered term system so as to prevent the terms of more than 2 members from expiring in any one year. No person shall be eligible for appointment to such a board unless he or she is active on a full-time basis in the general lines insurance business and is a resident of the State. No person may be reappointed to a board for more than one 3-year term. In appointing members to the general lines advisory board, the superintendent so far as practicable must appoint persons with prior experience in the education and training of fire, casualty or surety insurance agents or prospective agents; and so far as practicable, the superintendent must also constitute the board so that it at all times includes members who are experienced in the fire, casualty or surety insurance business, 2 of whom are representatives of general lines agents, one of whom is a representative of the domestic mutual insurers, other than life insurers, one of whom is the representative of other insurers authorized to do a property, casualty or surety insurance business in this State, and one of whom shall represent the public

The board may, in addition, consult with the superintendent with respect to possible legislation or regulatory measures designed or intended to improve the quality and nature of the solicitation and servicing of property, casualty or surety insurance by licensed general lines agents.

The written reports of the board must be matters of public record, and available from the superintendent upon request.

Lastly, the members of the board serve without compensation, but with the superintendent's approval may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

PROGRAM: The General Lines Agent Examination Advisory Board held nine meetings throughout the year to revise and update current examinations for all insurance licenses and to conduct reviews of examination results.

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1979: 24A MRSA, Section 1526 provides that expenditures of this unit, which amounted to $300 in FY 79, shall be borne by the Bureau of Insurance and are, therefore, included in its financial display.

LIFE AGENT EXAMINATION ADVISORY BOARD

ALBERT S. FARRINGTON, CHAIRMAN

Central Office: *Telephone:* 289-3141
Location: Stevens School Central Bldg., Hallowell
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1970 *Sunset Review Required by:* June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 02; *Unit:* 034; *Unit Citation:* 24A M.R.S.A. Sect. 1525

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The purposes of the Life Agent Examinations Advisory Board are to make recommendations to the superintendent with respect to the scope, type and conduct of written examinations for license, the times and places within the State where examinations shall be held.

ORGANIZATION: The board consists of 5 members, to be appointed by the superintendent of the Bureau of Insurance for terms of 3 years each, on a staggered term system so as to prevent the terms of more than 2 members from expiring in any one year. No person shall be eligible for appointment to such a board unless he or she is active on a full-time basis in the life insurance business, and is a resident of this State. No person may be reappointed to a board for more than one 3-year term.

In appointing members to the life advisory board, the superintendent so far as practicable must appoint persons with prior experience in the education and training of life insurance agents or prospective agents; and so far as practicable, the superintendent shall so constitute the board that it shall at all times include one general agent or manager of a life insurance agency within this State, and one salaried home office officer or employee of a domestic life insurer.

The board may consult with the superintendent with respect to possible legislation or regulatory measures designed or intended to improve the quality and nature of the solicitation and servicing of life insurance by licensed life agents. The written reports of the board must be matters of public record, and available from the superintendent upon request.

Lastly, the members of the board serve without compensation, but with the superintendent's approval may be reimbursed for their reasonable travel expenses in attending any meeting called or approved by the superintendent.

PROGRAM: The Life Agent Examination Advisory Board held six meetings throughout the year to revise and update current examinations for all insurance licenses and to conduct its review of examination results.

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1979: 24A MRSA, Section 1526 provides that expenditures of this unit, which amounted to $200 in FY 79, shall be borne by the Bureau of Insurance and are, therefore, included in its financial display.

MAINE ATHLETIC COMMISSION

SAMUEL MICHAEL, CHAIRMAN
JOAN M. SURAWSKI, Executive Secretary

Central Office: *Telephone:* 289-2935
Location: Hallowell Annex, Central Bldg., Hallowell
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1939 *Sunset Termination Scheduled to Start by:* June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 02; *Unit:* 035; *Unit Citation:* 8 M.R.S.A. Sect. 101

Average Count—All Positions: 5.5 *Permanent Legislative Count:* 5.5

PURPOSE: The Maine Athletic Commission was established to regulate all boxing contests and exhibitions in the State of Maine, so as to ensure the safe pursuit of boxing as a sport and to provide appropriate recreation and entertainment for the public. The primary responsibilities of the Commission are to promulgate all necessary rules and regulations; to license all participants in professional boxing contests and exhibitions held in Maine and all officials for amateur contests and exhibitions; to deny licenses; to suspend licenses of boxers for mental or physical reasons; to recommend revocation of licenses to the Administrative Court under the Administrative Procedures Act; and to ensure payment into the general fund by promotors of three percent of gross receipts from boxing contests and exhibitions.

ORGANIZATION: The Maine State Boxing Commission was created by Legislative Act in 1939. Under State government reorganization legislation, effective October 3, 1973, the Commission was placed within the Department of Business Regulation.

The Commission consists of five members appointed by the Commissioner of Business Regulation with the advice and consent of the Governor, for terms of three years. The members may be removed by the Governor for just cause. So far as is practicable, four of the members must be persons interested in, and familiar with boxing. The fifth member must be a public member, who is not engaged in the business of boxing. The Department of Business Regulation employs personnel and provides administrative assistance as required.

On May 16, 1977 the Governor approved a Legislative name-change to the Maine Athletic Commission from the Maine State Boxing Commission.

PROGRAM: The Maine Athletic Commission has noted an increase in boxing activity, primarily amateur, during the past fiscal year. This was due to more promoters being licensed. There was a Golden Gloves tournament held in Lewiston this year and the winners went on to Vermont for competition. Five out of six won their division in that competition.

Professional wrestling came under the Commission's jurisdiction on October 24, 1977. The wrestlers have been coming into the State for shows approximately twice a month.

Members of the Commission are preparing to update the rules and regulations pertaining to boxing. It is also possible that there may be some legislation. This will be done during the next fiscal year.

LICENSES, PERMITS, ETC.:

Boxing

- Referee
- Manager
- Physician
- Second
- Timekeeper
- Boxer
- Promoter
- Judge
- Knockdown timekeeper

Wrestling

- Referee
- Matchmaker
- Manager
- Physician
- Trainer
- Second
- Timekeeper
- Announcer
- Wrestler
- Promoter

PUBLICATIONS: Booklet containing the Statute — Instructions Rules and Regulations Relating to Boxing

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE ATHLETIC COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	1	1				
Legislative Approp/Alloc	16,356	16,356				
Adjustment of Balance Fwd	—1	—1				
TOTAL RESOURCES	16,356	16,356				
EXPENDITURES						
Salaries and Wages	9,181	9,181				
State Share of Retirement	1,180	1,180				
Other Prof. Serv., By State	23	23				
Travel Expenses, In-State	2,520	2,520				
Utilities	958	958				
Insurance	106	106				
General Operating Expense	1,082	1,082				
Other Supplies	291	291				
TOTAL EXPENDITURES	15,341	15,341				

STATE RUNNING HORSE RACING COMMISSION

LINDA S. GILSON, Director of Administrative Services

Central Office: *Telephone:* 289-3916
Location: Hallowell Annex, Central Bldg., Hallowell
Mail Address: Statehouse, Augusta, Maine 04333 *Sunset Review Required by:* June 30, 1982
Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 02; *Unit:* 036; *Unit Citation:* 8 M.R.S.A. Sect. 321
Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Commission makes rules and regulations for the holding, conducting and operating of all running horse races and for the operation of race tracks on which any such running horse race meet is held.

ORGANIZATION: The State Running Horse Racing Commission is to consist of 3 members appointed by the Governor. No more than 2 members shall be of the same political party. Each member is appointed for a term of 3 years or until his/her successor has been appointed and qualified. Any vacancy is filled for the unexpired term by the Governor with the advice and consent of the Council. One member must be appointed by the Governor as chairman and one as secretary. No member can have any pecuniary interest in any racing or the sale of pari-mutuel pools.

PROGRAM: During FY 79 the State Running Horse Racing Commission was inactive, having no programs or accounts. There were no running horse races.

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1979: This unit did not receive or expend funds.

STATE CLAIMS BOARD

RICHARD A. HULL, III, CHAIRMAN
RONALD M. ROY, Chief Counsel & Clerk

Central Office: *Telephone:* 289-2861
Location: Hallowell Annex, Central Bldg., Hallowell
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1961 *Sunset Termination Scheduled to Start by:* June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 02; *Unit:* 038; *Unit Citation:* 23 M.R.S.A., Sect. 152

Average Count—All Positions: 2 *Permanent Legislative Count:* 0

PURPOSE: The State Claims Board was established to assure that the rights of property owners and/or interested parties are protected and just compensation is awarded in highway condemnations in the State of Maine. The primary responsibilities of the Board are to conduct hearings relative to real property taken by the State; to afford property owners and/or interested parties the opportunity to appear, present their case and have their rights fully protected without the necessity of retaining professional assistance; to determine and award just compensation for highway takings, relocation assistance, grading and well damage claims, outdoor advertising signs, the relocation, removal or disposal of automobile graveyards and junkyards, assessment of damages for takings by the Portland Water District and to make rules and regulations and prescribe forms to secure speedy, efficient and inexpensive disposition of all condemnation proceedings; and, in addition thereto, to approve, partially approve, or disapprove of certain claims against the State or any of its agents, which are not submitted under specific statutory provisions, and which do not exceed the sum of $2,000.00 for each claim.

ORGANIZATION: Compensation for highway acquisitions was formerly under the jurisdiction of a Joint Board, composed of members of the State Highway Commission and the Board of County Commissioners of the County wherein the land was located. The Joint Board was superseded by the Land Damage Board in September, 1961. Under State Government Reorganization legislation, effective October 3, 1973, the Board was placed within the Department of Business Regulation.

The Land Damage Board whose name was statutorily changed to the State Claims Board consists of five members, four of whom are appointed by the Governor for terms of four years. Two of these appointees must be qualified appraisers and two must be attorneys at law. The Governor designates one of the latter as chairman. The fifth member of the Board is appointed for each hearing or series of hearings within the County where the land is situated. He must be a member of that County's Board of County Commissioners, and is appointed by the chairman of the State Claims Board.

PROGRAM: The State Claims Board scheduled for hearings, 92 cases during FY 79. However, there were 103 cases disposed of, 96 of which were land damage cases and 7 represented state claims. There were 59 cases which were either settled or otherwise closed without the need of hearings, 52 being land damage cases and 7 being state claims. There were 51 cases heard before the Board, 44 land damage cases and 7 state claims. There were 41 cases continued.

The Board is continuing to review and study the need for revised legislation dealing with the award of just compensation. The new Uniform Eminent Domain Code as drafted by the National Conference of Commissioners on Uniform State Laws is also still being studied by the Board for possible adoption by the Legislature and which was submitted to the 107th Legislature but not enacted. The Uniform Eminent Domain Code is a response to widely felt concern for the potential injustices that may result from the diversities of eminent domain procedures now in existence in the State. There seems to be dissatisfaction with the present laws relating to the condemnation of private property for public purposes and with the procedure in effect thereunder for determining the amount of damages to be awarded in connection with such takings. This dissatisfaction appears to be increasing because of highway programs, suburban expansion, urban development, municipal growth and public authority activities. There are many different forms of condemnation procedure in the State, the application of which depends upon the identity of the condemnor, the purpose of the taking or the nature of the property being taken.

The Board is continuing to discuss with the various State agencies the feasibility of referring cases to the Board for determination of just compensation where it is unable to negotiate a settlement with the landowners for properties acquired for public purposes.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE CLAIMS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	81,390			81,390		
Transfers—Non-Federal $	1,586			1,586		
TOTAL RESOURCES	82,976			82,976		
EXPENDITURES						
Salaries and Wages	48,506			48,506		
State Share of Retirement	3,771			3,771		
Prof Service, Not By State	81			81		
Other Prof. Serv., By State	340			340		
Travel Expenses, In-State	982			982		
Utilities	1,883			1,883		
Repairs	225			225		
Insurance	763			763		
General Operating Expense	4,965			4,965		
Other Supplies	1,058			1,058		
Equipment Purchases	501			501		
Trans. to Gen.-Fund Sta-Cap	1,540			1,540		
TOTAL EXPENDITURES	64,615			64,615		

REAL ESTATE COMMISSION

SUSAN THOMAS, CHAIRMAN
PAUL A. SAWYER, Director

Central Office: *Telephone:* 289-3735
Location: Hallowell Annex, Central Bldg., Hallowell
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1937 *Sunset Termination Scheduled to Start by:* June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 02; *Unit:* 039; *Unit Citation:* 32 M.R.S.A., Sect. 4051A

Average Count—All Positions: 7 *Permanent Legislative Count:* 0

PURPOSE: The Real Estate Commission was established for protection of the public when engaging the services of real estate brokers and salesmen to assist with the real estate transactions. The primary responsibilities of the Commission are to prescribe curricula and standards for real estate educational programs and to certify courses meeting those standards; to license only qualified applicants as real estate brokers and salesmen; to investigate possible and alleged violations of the license law; to publish a list of licensees annually; and the Commission may defray the cost of and supervise an educational course for licensees. The Commission is charged with supervising licensees in a manner which will promote public understanding and confidence in the business of real estate.

ORGANIZATION: The Real Estate Commission, originally created in 1937, currently consists of a director employed by the Commissioner of Business Regulation and four residents of this State appointed by the Governor. Three of the appointed members must have been real estate brokers or salesmen by vocation in this State for at least five years immediately prior to their appointment and one of whom shall have no professional or financial connection with the real estate business. No more than one member at any one time may be appointed from any one county. The Commission annually selects its own chairman. In State government reorganization, effective October 3, 1973, the Commission was placed within the Department of Business Regulation. The 107th Legislature expanded the Commission from three to five members to include the director and a public member.

PROGRAM: The Real Estate Commission held twenty-four meetings during the fiscal year. Each meeting was preceded by mailing of information to members for review and meeting preparation.

Education. The Commission completed its third of a three part program for the creation of the Center for Real Estate Education at the University of Southern Maine. The Center, currently providing various educational services on a statewide basis, will now be supported solely through the sale of its services.

Pre-licensure courses have been completely reviewed for adequacy of content and a program for continual improvement in the quality of instruction has been initiated.

The Commission's consumer information booklet on real estate transactions has been completely revised and twelve thousand (12,000) copies have been distributed, and four educational newsletters have been published and distributed to licensees, libraries, educational institutions, lending institutions, newspapers and State Agencies.

Commission approval was granted to 19 schools offering a course of study designed to qualify real estate broker license applicants. Courses were offered by these schools in 28 locations throughout the State. During the last three semesters approximately 3,500 students were enrolled and, of which, less than 900 applied for real estate broker examinations.

Enforcement. This portion of the program consists mostly of investigating citizen complaints filed against real estate brokers and salesmen and examination of real estate brokerage offices.

Investigation of 92 formal complaints filed against real estate brokers and salesmen has been completed. Completed investigations resulted in the following actions: Five (5) were referred to the Attorney General for prosecution; three (3) were referred to the District Attorney for prosecution; fifteen (15) reprimands were issued; fourteen (14) were resolved as a result of corrective action; and fifty-five (55) were dismissed because no license law violations were found.

Eighty-six (86) randomly selected real estate brokerage offices were examined for adequacy of trust accounts, to detect practices of potential harm to consumers and to generally encourage compliance with licensing laws. Office examinations were only conducted for a six month period due to workload requirements in other program areas.

Licensing. Applications were processed for 810 real estate broker license examinations and 1,244 real estate salesman examinations. License examinations for these applicants were prepared, administered and scored by the Center for Real Estate Education. This examination system includes continual evaluation by professionals in educational psychology. Subject matter and topic emphasis in the pre-licensure course of study is immediately reflected on the license examination. Although the percentage of applicants failing examinations is similar to previous systems, criticism has been nearly non-existent.

License applications were processed for 2,565 real estate brokers; 1,111 real estate salesmen; 163 branch offices; 42 new corporations; and 1,124 changes in license status. On June 30, 1979, 7,450 licenses were in effect.

Three (3) hearings related to license applications were conducted by the Commission. Conversion to Central Licensing during the fiscal year has been nearly completed.

LICENSES, PERMITS, ETC.:

License:
- Real Estate Broker
- Real Estate Salesman
- Branch Office
- Certificate of Approval Real Estate School

PUBLICATIONS:

Maine Real Estate News—Free
Roster of Real Estate Brokers and Salesmen—$1.50
License Law and Commission Rules—Free
Real Estate Transaction Handbook—Free

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

REAL ESTATE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	99,144		99,144			
Bal Brt Fwd— Encumbered	12,341		12,341			
Licenses/Permits/Fees/Tax	231,705		231,705			
Fees Charged For Services	5,264		5,264			
Transfers—Non-Federal $	—11,000		—11,000			
TOTAL RESOURCES	337,454		337,454			
EXPENDITURES						
Salaries and Wages	88,042		88,042			
State Share of Retirement	9,362		9,362			
Prof Service, Not By State	35,497		35,497			
Computer Service, By State	10,445		10,445			
Other Prof. Serv., By State	5,424		5,424			
Travel Expenses, In-State	4,362		4,362			
Travel Expense, Out-State	535		535			
Utilities	2,111		2,111			
Repairs	105		105			
Insurance	1,932		1,932			
General Operating Expense	17,993		17,993			
Other Supplies	10,710		10,710			
Equipment Purchases	1,233		1,233			
Trans. to Gen.-Fund Sta-Cap	5,013		5,013			
TOTAL EXPENDITURES	192,764		192,764			

CENTRAL LICENSING DIVISION

MARY ELLEN PEASLEE, DIRECTOR

Central Office: *Telephone:* 289-2217
Location: Hallowell Annex, Central Bldg., Hallowell
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1976 *Sunset Review Required by:* June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 02; *Unit:* 041; *Unit Citation:* 10 M.R.S.A., Sect. 8003

Average Count—All Positions: 2 *Permanent Legislative Count:* 0

PURPOSE: To process and issue certificates of registration, or reregistration for all individuals, bureaus, boards and commissions within the Department of Business Regulation and to maintain a central register containing the necessary facts for administrative information or planning purposes.

ORGANIZATION: The Central Licensing Division within the Department of Business Regulation was created in 1976 and first implemented in 1977. The Commissioner of the Department is charged with hiring the Director of the Central Licensing Division and any other staff necessary to discharge the licensing and administrative duties of the Division.

PROGRAM: Since its inception in 1977, the Central Licensing Division has been working to produce a computerized and standardized system of license issuance and renewal for all bureaus, boards, and commissions under the Department of Business Regulation. Formerly, this task had been done manually and according to differing procedures.

The Division has approximately 21,000 licenses presently on an on-line computer system. It is anticipated that this total will increase to 50,000 by the end of FY 1980. All renewal notices and licenses are on a standard form and are color coded according to type of category. The licensing system also produces a number of varied management information reports and additional listings for the various boards and bureaus within the department. Such available information includes a list of licenses not renewed, inspectors' reports, rosters, mailing labels and audit reports. Use of the new system eliminates peak period additional employees, allows faster and more accurate access to information, eliminates many of the man-hours used in manual processing, and also reduces the human error factor.

The use of a Central Licensing system achieves uniformity for all units and therefore allows a basis for cost saving.

LICENSES, PERMITS, ETC.:

The actual issuance and processing of all licenses required by the Department of Business Regulation are handled by this division.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

CENTRAL LICENSING DIVISION	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
RESOURCES						
Bal Brt Fwd—Unencumbered	18,626		18,626			
Bal Brt Fwd— Encumbered	1,345		1,345			
Fees Charged For Services	10		10			
Transfers—Non-Federal $	30,700		30,700			
TOTAL RESOURCES	50,681		50,681			
EXPENDITURES						
Salaries and Wages	24,908		24,908			
State Share of Retirement	2,896		2,896			
Prof Service, Not By State	720		720			
Computer Service, By State	12,362		12,362			
Other Prof Serv, By State	882		882			
Travel Expenses, In-State	206		206			
Travel Expense, Out-State	325		325			
Utilities	1,599		1,599			
Insurance	817		817			
General Operating Expense	2,444		2,444			
Other Supplies	708		708			
Equipment Purchases	706		706			
Trans to Gen-Fund Sta-Cap	2,259		2,259			
TOTAL EXPENDITURES	50,832		50,832			

BOARD OF ACCOUNTANCY

EARLE B. AUSTIN, P.A., CHAIRMAN
LAWRENCE E. PARKER, JR., CPA, Secretary-Treasurer

Central Office: *Telephone:* 942-6702
Location: 84 Harlow St., Bangor
Mail Address: 84 Harlow St., Bangor, Maine 04401

Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 02; *Unit:* 280; *Unit Citation:* 32 M.R.S.A., Sect. 3971

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Board of Accountancy was established to protect the public through regulation of the practice of public accounting in the State of Maine so as to establish and maintain a high standard of integrity and dignity in the profession. The primary responsibilities of the Board are to examine, certify and register qualifying applicants for a certificate to practice public accounting in the State; to revoke, suspend or refuse to renew any registration permit after proper notice and hearing; to promulgate and amend rules of professional conduct; and to publish and distribute at least once every two years a register of Certified Public Accountants, other practitioners registered by the Board, Board members, regulations of the Board, rules of professional conduct, and laws relating to the practice of accounting.

ORGANIZATION: The Board of Accountancy, consists of seven members appointed by the Governor. Each member of the Board must be a citizen of the United States and a resident of this State. Three members must be certified Public Accountants and three members must be noncertified public accountants—all in active practice for at least the five preceding years of appointment date. Both the CPA members and the noncertified Public Accountant members must be registered in accordance with the law.

The term of office of each member will expire as now provided by law. The successor of each present member will be appointed for a term expiring September 1 in the third year after the appointment. Any vacancy occurring during a term shall be filled by appointment for the unexpired term. Upon expiration of the term of office, a member continues to serve until a successor has been appointed and has qualified. The Governor will remove from the Board any member whose permit to practice has become void, revoked, or suspended, and may, after a hearing, remove any member of the Board for neglect of duty or any other just cause.

PROGRAM: The duties of the Board of Accountancy include holding Certified Public Accountant (CPA) examinations, issuing CPA Certificates by reciprocity from other states, issuing annual permits to practice to qualified certificate holders, and investigating complaints against certificate holders, taking appropriate action where necessary. The Board prepares and distributes free of charge its roster of licensed practitioners in the State and provides information to the general public in relation to securing of accounting services and to persons contemplating a career in the profession of public accounting.

During fiscal year 1979 the Board of Accountancy met 10 times, held 2 examinations and issued 11 reciptrocity certificates. A total of [illegible]00 Accountants & Certified Public Accountants are registered. The Board drafted and the 109th legislature passed a bill initiating a continuing education process which will be effective September 14, 1979.

Approximately 8 complaints were investigated in conjunction with the office of Attorney General.

LICENSES, PERMITS, ETC.:

Certification:
- Public Accountants
- Office Registration
- Certified Public Accountants
- Annual Practice Permits

PUBLICATIONS: Annual Roster listing all public accountants and certified public accountants registered to practice in this State (free).

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF ACCOUNTANCY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	10,149		10,149			
Bal Brt Fwd— Encumbered	1,485		1,485			
Licenses/Permits/Fees/Tax	24,285		24,285			
Fees Charged For Services	11,552		11,552			
TOTAL RESOURCES	47,471		47,471			
EXPENDITURES						
Salaries and Wages	2,787		2,787			
Prof Service, Not By State	14,381		14,381			
Other Prof. Serv., By State	240		240			
Travel Expenses, In-State	1,190		1,190			
Utilities	521		521			
Rents	1,196		1,196			
General Operating Expense	3,283		3,283			
Food	213		213			
Other Supplies	160		160			
Trans. to Gen.-Fund Sta-Cap	483		483			
TOTAL EXPENDITURES	24,454		24,454			

ARBORIST EXAMINING BOARD

A. TEMPLE BOWEN, ACTING DIRECTOR, BUREAU OF FORESTRY
JOHN H. CHADWICK, State Entomologist, Secretary

Central Office: *Telephone:* 289-2217
Location: A.M.H.I., Ray Bldg., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1961 *Sunset Termination Scheduled to Start by:* June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 02; *Unit:* 287; *Unit Citation:* 32 M.R.S.A., Sect. 2001

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Arborist Examining Board was established to provide examinations, licenses and enforcement of the statutes relative to arborists in Maine. The primary responsibilities of the Board are to determine policy; issue rules and regulations; compile and maintain an up-to-date list of all licensed arborists; collect and expend fees; issue, renew and revoke licenses; and prepare and give examinations annually.

ORGANIZATION: The Arborist Examining Board, created in 1961, is comprised of six members, including the Director of the Bureau of Forestry, the State Entomologist (Bureau of Forestry), four appointees by the Governor—one a plant pathologist from either the University of Maine or the Bureau of Forestry and two licensed commercial arborists, and one public member; all are appointed for a five year term.

By action of the 108th Legislature (Chapter 360 PL 1977 and Chapter 682 PL 1978) the Arborist Examining Board was placed under the Department of Business Regulations essentially for the purpose of collecting fees, issuing licenses, and maintaining records of finances and lists of licensed arborists. Licenses are now issued on a biennial basis from that Department's Central Licensing Division located at the Stevens School, Hallowell.

PROGRAM: During FY 1979, the Arborist Examining Board examined 32 applicants, issued 26 new arborist licenses. There are 221 licensed arborists.

The Board authorized a study and preparation of a new training and reference manual for prospective and practicing arborists. The examination process will be reviewed and based upon this new manual.

LICENSES, PERMITS, ETC.:
License:
- Registered (which includes all categories)
- Restricted (to one of the following):
  1. Spraying
  2. Aerial Spraying
  3. Pruning-Cabling-Bracing
  4. Spraying & Pruning
  5. Pruning-Cabling-Bracing-Cavity

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ARBORIST EXAMINING BOARD	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
RESOURCES						
Bal Brt Fwd—Unencumbered	6,211		6,211			
Licenses/Permits/Fees/Tax	460		460			
Adjustment of Balance Fwd	—13		—13			
TOTAL RESOURCES	6,658		6,658			
EXPENDITURES						
Salaries and Wages	220		220			
General Operating Expense	663		663			
Other Supplies	19		19			
Trans. to Gen. Fund Sta-Cap	568		568			
TOTAL EXPENDITURES	1,470		1,470			

MAINE STATE BOARD FOR REGISTRATION OF ARCHITECTS AND LANDSCAPE ARCHITECTS

ELLIOTT M. BATES, CHAIRMAN
WILLIAM DICKSON, Secretary

Central Office: *Telephone:* 774-0039
Location: 477 Congress Street, Rm. 717, Portland
Mail Address: 477 Congress Street, Portland, Maine 04101

Established: 1945 *Sunset Termination Scheduled to Start by:* June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 02; *Unit:* 288; *Unit Citation:* 32 M.R.S.A., Sect. 211

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Maine State Board for Registration of Architects and Landscape Architects was established to protect the public and maintain high professional standards through the examination, certification and registration of persons who wish to practice architecture or landscape architecture, or use the title "architect" or "landscape architect" in the State of Maine. The primary responsibilities of the Board are to examine all applicants who desire to use the title "architect" or "landscape architect" and engage in performing the functions of each; to issue certificates of registration and renewals thereof, upon payment of specified fees, to applicants who have satisfactorily met statutory requirements. The Board makes such rules and regulations as may be desirable or necessary to establish standards and verify qualifications of applicants for registration, and employs legal advice and such other assistance as it may deem necessary. Also records of its proceedings, and a register of all applicants for registration are kept by the Board.

ORGANIZATION: The Maine State Board for Registration of Architects and Landscape Architects was enacted by Law in 1977, but was originally established in 1945 as the Maine State Board of Architects, and then became the Maine State Board for Registration of Architects until 1977. The Board is appointed by the Governor, and is composed of 5 registered and practicing architects, one of whom may be a professor of architecture, 2 registered and practicing landscape architects, and one representative of the public. The term of office of each present member of the Maine State Board for Registration of Architects shall expire as now provided by Law. Landscape architect members shall initially be appointed, one for a 2-year term and one for a 3-year term; the initially appointed members shall be eligible to be qualified for admission to the examination to practice landscape architecture, and the Governor shall make a written finding to that effect. Thereafter, all board members shall be appointed for 3-year terms. In the event that more than 3 members' terms expire during any one calendar year, the following rules shall apply: Members appointed to fill the first 2 vacancies shall be appointed for 3-year terms, the member appointed to fill the 3rd vacancy shall be appointed for a

2-year term; all members appointed to fill any additional scheduled vacancies during that year shall be appointed to 1-year terms.

All board members shall serve until their successors are duly appointed and qualified. Five members of the Board shall constitute a quorum. The Board annually elects a chairman and a secretary, the latter of whom may or may not be a member of the Board. The Board must hold at least 2 meetings each year for the purpose of examining candidates for registration.

PROGRAM: The Board, in accordance with the Maine Administrative Procedure Act, makes rules and regulations necessary for the performance of its duties of establishing and maintaining high standards of ethical conduct, and verifying qualifications of applicants for registration as architects or landscape architects. The practice of architecture consists of rendering, or offering to render, service to clients by consultations, investigations, preliminary studies, plans, specifications, contract documents and a coordination of structural factors concerning the aesthetic or structural design and inspection of construction of buildings or any other service in connection with the designing or inspection of construction of buildings located within the State.

The practice of landscape architecture consists of rendering or offering to render services to clients by consultations, investigations, preliminary studies, plans, specifications, contract documents involving the development of land and incidental water areas where, and to the extent that, the dominant purpose of such services is the preservation, enhancement or determination of proper land uses, natural land features, naturalistic and aesthetic values, the settings and approaches to buildings, structures, facilities or other improvements, and natural drainage. The consideration, determination and solution of inherent problems of the land relating to erosion, wear and tear, blight or other hazards are also part of the services offered by landscape architects.

In FY 79, eight residents in the State were registered as architects, five by examination and three through the National Council of Architectural Registration Boards (NCARB). Forty-two non-residents were registered as architects through NCARB. Registration renewals were granted to 134 architects residing in Maine and 458 non-resident architects. In addition, twenty-nine residents of the State of Maine and fifteen non-residents were granted registration as landscape architects.

The Board's short-range plan is to revise the rules/regulations in accordance with the Maine Administrative Procedure Act and current national standards of architectural practices. The long-range plan is to strive for the constant betterment and to maintain the highest standards of professional conduct in the best interests of the public.

LICENSES, PERMITS, ETC.:

Certification:

Architects and Landscape Architects

PUBLICATIONS:

Annual Report which includes the Laws, Rules/Regulations of the Maine State Board for Registration of Architects and Landscape Architects. Included also, is a list of resident and non-resident architects and landscape architects registered in the State of Maine, showing their addresses and registration numbers. An Annual Report may be sent to any non-registrant, upon request and payment of $5.00.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE BOARD FOR REGISTRATION OF ARCHITECTS AND LANDSCAPE ARCHITECTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	22,039		22,039			
Fees Charged For Services	17,762		17,762			
TOTAL RESOURCES	39,801		39,801			
EXPENDITURES						
Salaries and Wages	3,189		3,189			
Prof Service, Not By State	9,837		9,837			
Travel Expenses, In-State	2,345		2,345			
Travel Expense, Out-State	2,298		2,298			
Utilities	1,393		1,393			
Rents	1,534		1,534			
Repairs	35		35			
General Operating Expense	3,841		3,841			
Other Supplies	408		408			
Equipment Purchases	490		490			
Trans. to Gen.-Fund Sta-Cap	1,416		1,416			
TOTAL EXPENDITURES	26,786		26,786			

STATE BOARD OF BARBERS

RICHARD L. HOBBS, CHAIRMAN
RAYMOND L. HODGKINS, Executive Secretary

Central Office: *Telephone:* 622-3821
Location: 154 State Street, Augusta *Floor:* 1
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1937 *Sunset Termination Scheduled to Start by:* June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 02; *Unit:* 292; *Unit Citation:* 32 M.R.S.A., Sect. 351

Average Count—All Positions: 2 *Permanent Legislative Count:* 3

PURPOSE: The purpose and major goal of the State Board of Barbers is to protect the public through regulation of the practice of barbering in the State of Maine as to maintain high professional standards. To do so the Board is authorized to examine and certify applicants for a certificate of registration for the practice or instruction of barbering in the State of Maine; to issue and renew bi-annually such certificates to each barber and barbershop, barber technician, barber apprentice and student of barbering. The board shall have the authority, after a hearing in conformance with Title 5, section 9051, et seq., to refuse to issue or renew a registration or license. The Administrative Court Judge has the power to suspend or revoke the certificate of any school, barber shop, registration, or instructor found guilty of violating any provision of this section or of violating any lawful order, rule or regulation rendered or adopted by the board; to keep a register of all persons to whom certificates are issued; to issue certificates of approval to qualifying schools of barbering; and to make and enforce rules and regulations, consistent with the law and subject to the approval of the Department of Human Services and the Department of Education & Cultural Services, concerning the practice of barbering and operating of schools for its instruction.

ORGANIZATION: The State Board of Barbers originated in 1937 with the creation of the State Board of Hairdressers and Barbers. In 1961 this Board separated from the State Board of Hairdressers (now the State Board of Cosmetology.) This Board now consists of five members: one is the director of the Bureau of Health, one is a lay person representing the public and three are active barbers, the last four are appointed by the Governor for a term of three years. The Board, in its first meeting of each year, elects a chairman, who serves for a term of one year or until a successor is elected. The Board employs a full time executive secretary and other staff as necessary for the operation of the unit.

PROGRAM: The Board held eight (8) meetings during the fiscal year. Two of these meetings were held in conjunction with barber examinations, one on October 28, 1978 and one on May 21, 1979 for fifteen candidates, ten of these candidates received their certificate of registration. Those who failed have the privilege of taking a second examination held by the Board within a period of one year upon payment of a $20.00 fee.

August 14-17, 1978, one delegate from Maine attended the fifty-second annual conference of the National Association of the Board of Barber Examiners of America. A copy of the report is entered in the minutes of the Board's meeting. At the Maine State Barber's Convention held in Augusta in October, a delegate of the Board gave the attending barbers a report of the highlights of the National Conference.

To comply with the Maine Administrative Procedure Act, Barber School Rules and Regulations were re-adopted and became effective May 8, 1979. Barber Shop Rules and Regulations were also re-adopted and became effective May 8, 1979.

LICENSES, PERMITS, ETC.:

- License:
  - Barber Shop
  - Barber School
  - Instructor
- Registration:
  - Certificate of Registration for Barbers
- Permit:
  - Apprentice
  - Student

PUBLICATIONS:

Barber Board Bulletin, published twice annually and distributed to all barber shops (free).

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF BARBERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	35,967		35,967			
Bal Brt Fwd— Encumbered	570		570			
Licenses/Permits/Fees/Tax	4,738		4,738			
Fees Charged For Services	310		310			
TOTAL RESOURCES	41,585		41,585			
EXPENDITURES						
Salaries and Wages	14,911		14,911			
State Share of Retirement	1,615		1,615			
Prof Service, Not By State	260		260			
Travel Expenses, In-State	4,570		4,570			
Travel Expense, Out-State	704		704			
Utilities	471		471			
Rents	1,190		1,190			
Insurance	404		404			
General Operating Expense	1,882		1,882			
Other Supplies	98		98			
Trans. to Gen.-Fund Sta-Cap	680		680			
TOTAL EXPENDITURES	26,785		26,785			

BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND AUDIOLOGY

ROBERTA HANSEN, CHAIRPERSON
SAMUEL C. CHERASO, Secretary

Central Office: *Telephone:* 289-2217
Location: Hallowell Annex, Central Bldg., Hallowell
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1976 *Sunset Termination Scheduled to Start by:* June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 02; *Unit:* 296; *Unit Citation:* 32 M.R.S.A., Sect. 6010

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Board of Examiners on Speech Pathology and Audiology was established in 1976 to license speech pathologists and audiologists with appropriate credentials and to help assure the availability of the highest possible quality speech pathology and audiology services to the communicatively handicapped people of this state. The Board provides regulatory authority over persons offering speech pathology and audiology services to the public.

ORGANIZATION: The Board of Examiners on Speech Pathology and Audiology is composed of 7 members who are representative of the following: 2 are appointed from the professional field of speech pathology, 2 are appointed from the professional field of audiology, 1 is a physician with specialized training in the field of otolaryngology, and 2 are appointed from the public. Members of the board are appointed by the Governor for a term of 3 years. The members elect a chairperson and a secretary.

PROGRAM: The board has completed its final draft of guidelines for the continuing education package, a part of the rules and regulations. The balance of the rules and regulations are to be completed shortly, at which time a public hearing will be held. During the course of the year the board has studied regulatory procedure and future needs. There were 20 new licensees this fiscal year, 17 Speech Pathologists, and 3 Audiologists. All 127 licensees have been converted to the central licensing system.

LICENSES, PERMITS, ETC.:
Speech Pathology
Speech Pathology, temporary
Audiology
Audiology, temporary
Speech Pathology and Audiology

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS ON SPEECH PATHOLOGY AND AUDIOLOGY	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
RESOURCES						
Bal Brt Fwd—Unencumbered	6,989		6,989			
Licenses/Permits/Fees/Tax	1,256		1,256			
Transfers—Non-Federal $	—100		—100			
TOTAL RESOURCES	8,145		8,145			
EXPENDITURES						
Salaries and Wages	675		675			
Computer Service, By State	150		150			
Other Prof Serv, By State	128		128			
Travel Expenses, In-State	167		167			
Insurance	10		10			
General Operating Expense	464		464			
Other Supplies	11		11			
Trans to Gen-Fund Sta-Cap	21		21			
TOTAL EXPENDITURES	1,626		1,626			

STATE BOARD OF COSMETOLOGY

JOYCE M. POULIN, CHAIRMAN

Central Office: *Telephone:* 289-2231 & 289-2232
Location: Capitol Shopping Center, Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1933 *Sunset Termination Scheduled to Start by:* June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 02; *Unit:* 305; *Unit Citation:* 32 M.R.S.A., Sect. 1601

Average Count—All Positions: 6 *Permanent Legislative Count:* 6

PURPOSE: The Board was established to administer, coordinate, and enforce Chapter 23; evaluate the qualifications and supervise the examinations of applicants for registration; and at its discretion investigate allegations of violations, in order to protect the consuming public.

ORGANIZATION: The Board consists of 7 members, 6 of whom shall be appointed by the Governor. Five shall be engaged in the practice of Cosmetology for at least 3 years immediately prior to this appointment. One member shall be a representative of the public and one member shall be the Director of Health. Term of office shall be 3 years and no one shall serve more than 3 consecutive terms.

The Board meets at least twice during the calendar year: once in the month of January to select a chairman, and again before the end of December.

PROGRAM: Rules and Regulations have been revised and became effective January 26, 1979. During the past fiscal year, 14 meetings were held. Seven hairdresser examinations and nine instructor examinations were given. Revision of present law is being discussed and consideration is being given to better methods of conducting the practical examination. Oral questioning has been eliminated. A total of approximately 365 new licenses were issued during 1978. Total number of licenses presently stands at 7,350.

LICENSES, PERMITS, ETC.:
License:
- Apprentice
- Beauty Shops
- Student Hairdresser

- Operator
- Instructor
- Demonstrator
- Manicurist
- Student Instructor

Permit:
- Hairdressers Work Permit

PUBLICATIONS:
- School Rules and Regulations (free)
- Student Rights (free)
- Rules and Regulations Pertaining to Beauty Shops (free)
- State Board of Cosmetology Laws Pertaining to Cosmetology 1977 (free)
- Rules of Practice (free)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF COSMETOLOGY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	100,191		100,191			
Licenses/Permits/Fees/Tax	65,692		65,692			
Fines/Forfeits/Penalties	50		50			
Fees Charged for Services	35,949		35,949			
TOTAL RESOURCES	201,882		201,882			
EXPENDITURES						
Salaries and Wages	53,619		53,619			
State Share of Retirement	5,812		5,812			
Other Fringe Benefits	30		30			
Prof Service, Not By State	3,457		3,457			
Other Prof Serv, By State	392		392			
Travel Expenses, In-State	15,443		15,443			
Travel Expense, Out-State	941		941			
Utilities	4,574		4,574			
Rents	7,914		7,914			
Repairs	379		379			
Insurance	2,426		2,426			
General Operating Expense	6,493		6,493			
Fuel	28		28			
Other Supplies	1,312		1,312			
Equipment Purchases	100		100			
Trans. to Gen.-Fund Sta-Cap	1,298		1,298			
TOTAL EXPENDITURES	104,218		104,218			

ELECTRICIANS' EXAMINING BOARD

LEO O. MARTIN, CHAIRMAN
BLAKE McKAY, Executive Secretary

Central Office: *Telephone:* 289-2352
Location: Hallowell Annex, Central Bldg., Hallowell
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1953 *Sunset Termination Scheduled to Start by:* June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 02; *Unit:* 318; *Unit Citation:* 32 M.R.S.A., Sect. 1151

Average Count—All Positions: 6 *Permanent Legislative Count:* 0

PURPOSE: The Electricians' Examining Board was established to protect life and property from hazards arising from the use of electricity for light, heat, power, and other purposes and to insure the competency of electricians through examinations; to issue licenses to those qualified to hold the title of Master electrician, Journeyman electrician, Limited electrician or Apprentice or Helper electrician; to investigate all complaints of noncompliance with or violation of the law and Board standards; and to suspend or revoke the license of any electrician found to be guilty, after hearing, of fraud, deceit, negligence or misconduct.

ORGANIZATION: The Electricians' Examining Board was created in 1953, administered by the Division of State Fire Prevention, to grant general electrical certificates enabling persons to practice any type of electrical work. In 1955, the law was changed to authorize the Board to grant specific licenses. In 1965, the Board introduced a new concept whereby inspectors were assigned to investigate all licenses and installations of any electrical work. In 1973, under State government reorganization legislation, the Board was transferred to the Department of Public Safety, and in 1975, the 107th Legislature transferred the Board to the Department of Business Regulation.

The Board consists of the Commissioner of Business Regulation, who serves as an executive secretary, or the Commissioner's appointee who must be confirmed by a majority of the Board members. The remaining members are appointed by the Governor. Two must be appointed from a list of three submitted by the State Electrical Associates. The appointive members must consist of one master electrician, one inside electrician, one electrical inspector, two other persons experienced in the electrical field and one public member. All members, except the public member, must have at least ten years' experience in the electrical field. The Board annually elects its own chairman.

PROGRAM: During FY 1979, the Electricians' Examining Board held 12 organized meetings, administered examinations to 1,441 applicants, and issued 5,366 licenses.

One of the duties of the Board is to conduct regular inspections of electrical systems in new and existing buildings throughout the state. In determining the acceptability of any installation, the Board follows the standards set forth in the National Electrical Code (NFPA #70). A total of 1,631 inspections were made during the year. One additional electrical inspector has been added to the staff to increase the board's regulatory functions and reduce the assigned territories of the other 3 inspectors.

The Board also checks electrical vocational school students' projects and holds classes all over Maine to inform electricians of important code changes.

The Board assists the State Fire Marshall's Office with investigation of fires in which electrical installations are suspected. Inspectors are sometimes required to testify in cases involving faulty electrical installation. In FY 79, they were involved in 41 court cases.

In addition to their other duties, the Board has control over lightning rod installers and motion picture operators.

LICENSES, PERMITS, ETC.:

License:
- Apprentice Electrician
- Helper Electrician
- Journeyman Electrician
- Limited Electrician
- Master Electrician
- Electrical Companies
- Lightning Rod Agent
- Lightning Rod Manufacturer
- Motion Picture Operator
- Motion Picture Apprentice Operator

PUBLICATIONS:

Statutes of the Electricians Examining Board (free)
Roster of licensed electricians ($2.00)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ELECTRICIANS' EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	102,486		102,486			
Bal Brt Fwd— Encumbered	349		349			
Licenses/Permits/Fees/Tax	167,448		167,448			
Fees Charged For Services	390		390			
Transfers—Non-Federal $	−9,900		−9,900			
TOTAL RESOURCES	260,773		260,773			
EXPENDITURES						
Salaries and Wages	60,683		60,683			
State Share of Retirement	6,794		6,794			
Prof Service, Not By State	931		931			
Computer Service, By State	12,979		12,979			
Other Prof Service, By State	241		241			
Travel Expenses, In-State	5,037		5,037			
Operation—State Vehicles	7,193		7,193			
Utilities	6,060		6,060			
Rents	513		513			
Repairs	200		200			
Insurance	2,015		2,015			
General Operating Expense	7,068		7,068			
Other Supplies	926		926			
Equipment Purchases	195		195			
Trans. to Gen.-Fund Sta-Cap	2,237		2,237			
TOTAL EXPENDITURES	113,072		113,072			

OIL BURNER MEN'S LICENSING BOARD

JAMES W. MOORE, SR., CHAIRMAN
GORDON L. WEIL, Executive Secretary

Central Office: *Telephone:* 289-2237
Location: Stevens School Central Bldg., Hallowell
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1955 *Sunset Termination Scheduled to Start by:* June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 02; *Unit:* 381; *Unit Citation:* 32 M.R.S.A., Sect. 2351

Average Count—All Positions: 4.5 *Permanent Legislative Count:* 0

PURPOSE: The Oil Burner Men's Licensing Board was established to protect life and property from fire hazards in the installation of oil burners and related equipment and to insure competency of oil burner installers. The Board is authorized to prescribe minimum requirements for safety from fire in the installation of oil burners and related equipment; to ensure the competence of oil burner installers through examination; to license those qualified to hold the titles of Master Oil Burner Man, Journey Oil Burner Man or Apprentice Oil Burner Man; to investigate all complaints of noncompliance with or violation of the law or Board standards; and to recommend suspension or revocation to the Administrative Court under the APA of all licensees found to be guilty of fraud, deceit, negligence or misconduct.

ORGANIZATION: The Oil Burner Men's Licensing Board, created in 1955, was originally administered by Division of State Fire Prevention. In 1969, the Board introduced a new concept whereby inspectors were assigned to investigate all licensees and oil burner installations. In 1973, under State Government reorganization legislation, the Board was transferred to the Department of Public Safety, and in 1975, the 107th Legislature transferred the Board to the Department of Business Regulation.

The Board consists of five members appointed by the Governor, for terms of two years, and the Commissioner of Business Regulation, ex officio, who also serves as executive secretary. Two members are appointed from a slate of three persons nominated by the Maine Oil Dealers Association. Four of the appointive members must be oil burner men who are active in the trade, and one of the appointive members must be a representative of the public. The Board annually elects its own chairman.

By action of the 109th Legislature, the name of the Board was changed to the Oil and Solid Fuel Burner Technicians Licensing Board. Added was representation by solid fuel personnel and the State Fire Marshal, along with other changes in purpose.

PROGRAM: During FY 79, the Oil Burner Men's Licensing Board held 12 meetings and administered six licensing examinations. Approximately 1,200 inspections were made and numerous investigations conducted along with other activities. The Board has given temporary approval to several new combination wood and oil fired appliances, heat reclaimers and stack temperature control dampers. Inspectors were assigned to the State Fire Marshal for supervision.

In the process of approving equipment, the Board sometimes feels such equipment needs testing and the Southern Maine Vocational Technical Institute does the testing with the manufacturer paying the costs set by the testing facility. Results of testing are reported to the Board.

Effective June 5, 1978 all coal or wood central heating equipment sold or offered for sale in this state has to be approved by the Oil Burner Men's Licensing Board.

The inspectors have been making more inspections of public lodging facilities requesting, if needed, corrections to be made of any deficiencies in order to prevent disasters from happening, especially with the influx of summer vacationers.

LICENSES, PERMITS, ETC.:
- License:
  - Oilburner man Apprentice
  - Oilburner man Journeyman
  - Oilburner man Master

PUBLICATIONS:
- Rules and Regulations pamphlet (free)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OIL BURNER MEN'S LICENSING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	41,003		41,003			
Bal Brt Fwd— Encumbered	1,442		1,442			
Licenses/Permits/Fees/Tax	47,950		47,950			
Fees Charged For Services	15,327		15,327			
Adjustment of Balance Fwd	16,991		16,991			
Transfers—Non-Federal $	—4,600		—4,600			
TOTAL RESOURCES	118,113		118,113			
EXPENDITURES						
Salaries and Wages	69,300		69,300			
State Share of Retirement	7,673		7,673			
Prof Service, Not By State	12		12			
Computer Service, By State	4,855		4,855			
Other Prof. Serv., By State	—7,402		—7,402			
Travel Expenses, In-State	3,390		3,390			
Travel Expense, Out-State	300		300			
Operation—State Vehicles	6,098		6,098			
Utilities	5,007		5,007			
Rents	46		46			
Repairs	190		190			
Insurance	2,112		2,112			
General Operating Expense	8,470		8,470			
Other Supplies	5,008		5,008			
Equipment Purchases	4,175		4,175			
Trans. to Gen.-Fund Sta-Cap	2,429		2,429			
TOTAL EXPENDITURES	111,663		111,663			

BOARD OF REGISTRATION OF SUBSTANCE ABUSE COUNSELORS

HENRY F. CLEAVELAND, CHAIRMAN
MURIEL SCOTT, Secretary

Central Office: *Telephone:* 289-2217
Location: Hallowell Annex, Central Bldg., Hallowell
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1977 *Sunset Review:* June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 02; *Unit:* 384; *Unit Citation:* 32 M.R.S.A. Sect. 6201

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Board of Registration of Substance Abuse Counselors was established to assess, and improve the competence of, and provide (non-compulsory) registration for persons working as alcohol abuse or drug abuse counselors in Maine.

ORGANIZATION: The Board of Registration of Substance Abuse Counselors, created in 1977 and constituted in 1978, is comprised of nine members appointed by the Governor, for terms of three years. To provide for continuity, the initial Board had three members appointed for three years, three members for two years, and three members for one year.

PROGRAM: During this past year, this Board has created two individual testing instruments, to be used in assessing the knowledge and competency of applicants for registration as Substance Abuse Counselors. This is reportedly the first comprehensive testing instrument developed in the United States to assess Competency of Substance Abuse Counselors. Our testing procedure is now operational. In addition, the application forms and procedures in the form of an application manual (including bibliography) have been finalized, and are being distributed on request by Central Licensing Division. Also, the Board has given numerous educational presentations regarding the registration process to Regional Councils, Consumer Groups, Provider Groups, Facility Directors, and other interested members of the general public. There have been fifteen Board meetings in the course of fiscal year 1979. The Board has, additionally, developed standardized criteria for the oral examination process and has established statistical procedures to apply to the first group of test results in order to determine the reliability and validity of the testing instrument.

LICENSES, PERMITS, ETC.:

Registered Substance Abuse Counselor
Provisionally Registered Substance Abuse Counselor

PUBLICATIONS:

Application Manual for Substance Abuse Counselors
Registration (including bibliography)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF REGISTRATION OF SUBSTANCE ABUSE COUNSELORS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Fees Charged For Services	95		95			
TOTAL RESOURCES	95		95			
EXPENDITURES						
TOTAL EXPENDITURES	0		0			

MANUFACTURED HOUSING BOARD

JOHN SCHIAVI, CHAIRMAN
DAVID F. PREBLE, Executive Director

Central Office: *Telephone:* 289-2955
Location: Stevens School Central Bldg., Hallowell
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1977 *Sunset Review Required by:* June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 02; *Unit:* 385; *Unit Citation:* 10 M.R.S.A. Sect 9003

Average Count—All Positions: 2 *Permanent Legislative Count:* 2

PURPOSE: The Manufactured Housing Board was established in December of 1977 to ensure that such housing is free from hazardous defects and that installation is performed properly. Increasing numbers of persons are turning to manufactured housing, which includes mobile and modular homes, as an affordable way to own a private home.

ORGANIZATION: The Manufactured Housing Board is comprised of five members, all appointed by the Governor. One member must represent each of the following: professional engineers, dealers and mechanics, manufactured housing industry, code administration, manufactured housing owners. The term of office of the members is four years, except that initially one member is appointed for one year, one for two years, one for three years, and two for four years.

PROGRAM: The Board has undertaken three main endeavors: (1) the certification of all modular housing installed in the State of Maine, (2) the licensing of dealers, mechanics, and manufacturers to service or install manufactured housing, and (3) the investigation of any complaint of alleged violations of any licensee or regulations adopted by the Board.

Four hundred twenty-nine (429) modular homes were manufactured in, or shipped to the State of Maine during calendar year 1978. Since the conception of a modular housing certification program in 1975, there have been nineteen hundred twenty-three units installed in the State (1975-613; 1976-405; 1977-476).

Fourteen hundred ninety-one (1,491) mobile homes were constructed or shipped to the State of Maine during calendar year 1978. This was the largest number of units since a mobile home certification program was originated in 1975. (1975-1,163; 1976-1,316; 1978-1,316)

The Board received seventy (70) complaints during fiscal year 1979. Fifty-two (52) of these complaints involved mobile homes, while eighteen (18) concerned modular housing. The Board serves as a mediator for mobile home complaints concerning those units constructed under the Federal mobile home standard since that law preempted State intervention into complaints.

The Board held twelve (12) meetings during the fiscal year. One hundred forty-six (146) dealer license applications were approved to sell or lease manufactured housing. Fifty-three (53) mechanic license applications were approved to service or install manufactured housing. Thirty-two (32) manufacturer license applications were approved to manufacture mobile and modular housing.

LICENSES, PERMITS, ETC.:

Dealers
Manufacturers
Mechanics

PUBLICATIONS:

Manufactured Housing Act 10 M.R.S.A., Part II, Chapter 951
Regulations for Qualification as Authorized Inspection Agency
Regulation for Certification of Modular Housing
Regulation for Licensing Manufacturers, Dealers and Mechanics

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MANUFACTURED HOUSING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	1,576	1,576				
Legislative Approp/Alloc	48,600	48,600				
Transfers—Non Federal $	−3,518	−3,518				
TOTAL RESOURCES	46,658	46,658				
EXPENDITURES						
Salaries and Wages	21,068	21,068				
State Share of Retirement	2,278	2,278				
Prof Service, Not By State	767	767				
Computer Service, By State	884	884				
Other Prof. Serv., By State	1,368	1,368				
Travel Expenses, In-State	1,102	1,102				
Travel Expense, Out-State	1,012	1,012				
Utilities	957	957				
Insurance	405	405				
General Operating Expense	3,149	3,149				
Other Supplies	827	827				
Equipment Purchases	1,135	1,135				
TOTAL EXPENDITURES	34,952	34,952				

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS

ANNE L. HESS, PH.D., CHAIRMAN
VAUGHN HARDESTY, PH.D., Secretary
ROBERT WHITE, JR., Treasurer

Central Office: *Telephone:* 289-2217
Location: Hallowell Annex, Central Bldg., Hallowell
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1968 *Sunset Termination Scheduled to Start by:* June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 02; *Unit:* 415; *Unit Citation:* 32 M.R.S.A., Sect. 3821

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The State Board of Examiners of Psychologists was established to assure the citizens of Maine of the highest standards of practice of psychology. The Board reviews applications for licensing, administers examinations, both written and oral, and determines those to be licensed. In cooperation with the Attorney General's Office, Maine Psychological Association and other appropriate agencies, the Board of Examiners participates in revocation or suspension of license procedures.

ORGANIZATION: The State Board of Examiners of Psychologists is composed of six members, five of whom are professionals in the field of psychology and one a public representative. Members of the Board are appointed by the Governor for a term of 5 years from a list of licensed psychologists submitted by the Maine Psychological Association. The members elect a chairman, secretary and treasurer every two years.

PROGRAM: The Board drafted a set of rules and regulations and conducted public hearings on them. It advised legislative committees about licensing in psychology and related professions and worked with the office of the Attorney General to enforce relative laws. The Board suspended one license, revoked one license and revoked one temporary license, pursuant to the APA. It conducted written and oral examinations of candidates. One officer of the Board attended the annual meeting of the American Association of State Psychology Boards.

LICENSES, PERMITS, ETC.:
License:
Psychologist
Psychological Examiner

PUBLICATIONS:
Listing of licensees, through Central Licensing Division. Fee set by cost of printing for such listing, issued on request and as approved by the Board.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	2,702		2,702			
Licenses/Permits/Fees/Tax	—109		—109			
Fees Charged For Services	7,205		7,205			
Transfers—Non-Federal $	—300		—300			
TOTAL RESOURCES	9,498		9,498			
EXPENDITURES						
Prof Service, Not By State	2,306		2,306			
Computer Service, By State	200		200			
Travel Expenses, In-State	61		61			
Utilities	117		117			
Rents	10		10			
Insurance	10		10			
General Operating Expense	2,213		2,213			
Other Supplies	98		98			
Trans. to Gen.-Fund Sta-Cap	580		580			
TOTAL EXPENDITURES	5,595		5,595			

STATE BOARD OF SOCIAL WORKER REGISTRATION

JEANNE SOULE, CHAIRMAN
ERMA HEAD, Secretary

Central Office: *Telephone:* 289-2217
Location: Hallowell Annex, Central Bldg., Hallowell
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 02; *Unit:* 416; *Unit Citation:* 32 M.R.S.A., Sect. 4186

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The major goal of the State Board of Social Worker Registration is to insure high standards of practice for the protection of consumers of social work services in Maine by the certification of persons providing such services. The Board's functions and responsibilities are to process applications and to administer examinations for social workers licensed in Maine wishing to use the title "Certified", "Registered", or "Associate" Social Worker; to provide an avenue of redress for those persons who have availed themselves of the services of such Social Workers and who feel themselves to have been treated unprofessionally or detrimentally; and to hold hearings relative to such complaints and withdraw the certificate of registration if deemed appropriate.

ORGANIZATION: The Board was created in 1969. There are eight members appointed by the Governor, including one consumer. Terms of office are for three years, and all members hold office until their successors are appointed and qualified.

PROGRAM: Examinations were given on two occasions during FY 79 to 27 Associate Social Workers, 4 Registered Social Workers and 6 Certified Social Workers. Two persons failed the examination. One Registered Social Worker was registered by endorsement of an out-of-state licensure. A total of 770 certificates have been issued to date by the Board.

LICENSES, PERMITS, ETC.:

Certificate:

Registration of Certified Social Worker
Registration of Associate Social Worker
Registration of Registered Social Worker
Registration of Certified Social Worker with Independent Practice

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF SOCIAL WORKER REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	4,704		4,704			
Bal Brt Fwd— Encumbered	395		395			
Fees Charged For Services	14,793		14,793			
Transfers—Non-Federal $	—800		—800			
TOTAL RESOURCES	19,092		19,092			
EXPENDITURES						
Prof Service, Not By State	2,354		2,354			
Other Prof. Serv., By State	59		59			
Travel Expenses, In-State	194		194			
Travel Expense, Out-State	—49		—49			
Utilities	158		158			
General Operating Expense	2,691		2,691			
Other Supplies	324		324			
Equipment Purchases	395		395			
Trans. to Gen.-Fund Sta-Cap	692		692			
TOTAL EXPENDITURES	6,818		6,818			

BUREAU OF CONSUMER PROTECTION

BARBARA REID ALEXANDER, SUPERINTENDENT
HARRY W. GIDDINGE, Deputy Superintendent

Central Office: *Telephone:* 289-3731
Location: Hallowell Annex, Central Bldg., Hallowell
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1974 *Sunset Review Required by:* June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 02; *Unit:* 433; *Unit Citation:* 9-A M.R.S.A., Sect. 6-103

Average Count—All Positions: 10 *Permanent Legislative Count:* 0

PURPOSE: The Bureau of Consumer Protection was established to protect the citizens of Maine from unfair and deceptive practices with respect to consumer credit. The primary responsibility of the Bureau is to implement the Maine Consumer Credit Code. The Code requires the Bureau to promote the development of equitable consumer credit practices; to promote competition among credit grantors; and to assure that the regulation of consumer credit transactions in Maine conform to the policies of the federal Truth-in-Lending Act.

In addition, the Bureau is responsible for administration of consumer-related State Acts concerning Home Repair Financing, Collection Agencies, Insurance Premium Finance Companies, and Simplified Consumer Loan Contracts.

ORGANIZATION: The Maine Consumer Credit Code, enacted by the 106th Legislature, became effective on January 1, 1975 and provided for the establishment of an independent Bureau of Consumer Protection within the Department of Business Regulation. All personnel of the Division of Personal and Consumer Finance of the Bureau of Banking were absorbed by the Bureau of Consumer Protection.

PROGRAM: The Bureau's program is composed of two basic parts: examination of lending institutions to seek compliance with consumer credit laws and a consumer education program. During FY 79 284 creditors were examined and 54,482 consumer credit transactions reviewed. Of these, 609 violations of the truth in lending laws and 368 violations of other requirements of the Consumer Credit Code were noted. The Bureau's investigations by means of examinations and response to consumer complaints resulted in $10,471.56 rebated to Maine consumers.

The Bureau continues to receive requests for the publications noted below.

The Bureau received filings or licensed the following creditors in FY 79:

Supervised financial organizations (banks, credit unions)	355
Supervised lenders (small loan companies)	21
Other Creditors	1,285
Other lenders	44
Home Repair Contractors	36
Collection Agencies	29
Insurance Premium Finance Co.	15
Total	1,805

LICENSES, PERMITS, ETC.:

License:

- Home Repair Contractor
- Home Repair Financing Agency
- Home Repair Salesman
- Consumer Credit Code Certificate
- Collection Agency
- Insurance Premium Finance Company
- Supervised Lenders-Consumer Credit Code

PUBLICATIONS:

Down Easter's Pocket Credit Guide (free to Maine residents)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CONSUMER PROTECTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	79,576		79,576			
Bal Brt Fwd— Encumbered	245		245			
Licenses/Permits/Fees/Tax	137,575		137,575			
Fees Charged For Services	44,896		44,896			
Adjustment of Balance Fwd	15		15			
Transfers—Non-Federal $	—5,000		—5,000			
TOTAL RESOURCES	257,307		257,307			
EXPENDITURES						
Salaries and Wages	83,057		83,057			
State Share of Retirement	9,512		9,512			
Other Prof. Serv., By State	582		582			
Travel Expenses, In-State	10,574		10,574			
Travel Expense, Out-State	763		763			
Utilities	3,156		3,156			
Repairs	140		140			
Insurance	2,397		2,397			
General Operating Expense	15,073		15,073			
Other Supplies	1,317		1,317			
Equipment Purchases	1,175		1,175			
Trans. to Gen.-Fund Sta-Cap	3,508		3,508			
TOTAL EXPENDITURES	131,254		131,254			

DEPARTMENT OF MARINE RESOURCES

SPENCER APOLLONIO, COMMISSIONER
RICHARD P. CHOATE, Deputy Commissioner

Central Office: *Telephone:* 289-2291
Location: Baker Bldg., 98 Winthrop St., Hallowell
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1867 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 13; *Unit:* 188; *Unit Citation:* 12 M.R.S.A., Sect. 3451

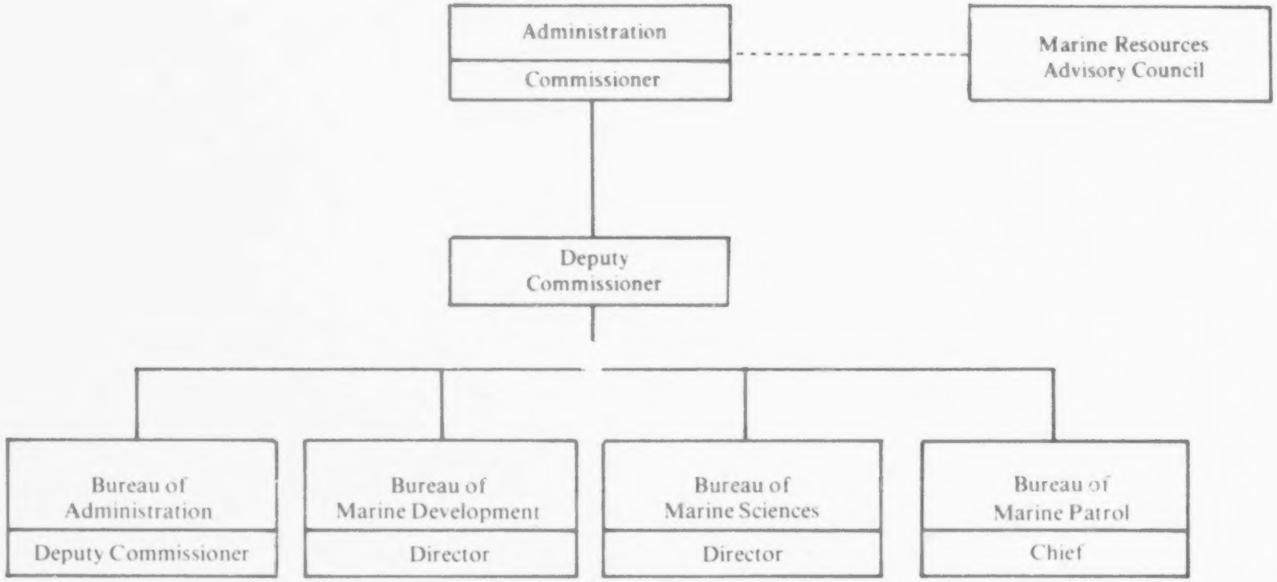
Average Count—All Positions: 135 *Permanent Legislative Count:* 135

Organizational Units:
Bureau of Administration
Bureau of Marine Development
Bureau of Marine Sciences
Bureau of Marine Patrol

PURPOSE: The Department of Marine Resources was established to conserve and develop marine and estuarine resources of the State of Maine by conducting and sponsoring scientific research, promoting and developing the Maine commercial fishing industry, and by advising agencies of government concerned with development or activity in coastal waters.

Through the authority vested in its Commissioner, the Department of Marine Resources is empowered to conserve and develop the marine resources of the State, and to enforce the laws relating to marine resources. By statute the Department has the authority to acquire and hold real property; to accept funds, subject to the approval of the Governor; to enter into reciprocal enforcement agreement with other states, interstate regional authorities and the Federal Government; to enforce relevant sections of the Wetlands Control Law and advise state and federal agencies on the ecological effects of dredging, filling and otherwise altering coastal wetlands; to cooperate, consult and advise with other appropriate state agencies on all inter-related matters involving the coast and its marine resources; to assist the industry in the promotion and marketing of its products; to close contaminated shores, waters and flats; to make

ORGANIZATIONAL CHART
DEPARTMENT OF MARINE RESOURCES


Administration
Commissioner
Marine Resources Advisory Council
Deputy Commissioner
Bureau of Administration
Deputy Commissioner
Bureau of Marine Development
Director
Bureau of Marine Sciences
Director
Bureau of Marine Patrol
Chief

CONSOLIDATED FINANCIAL CHART FOR FY 79
DEPARTMENT OF MARINE RESOURCES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	757,590	7,700	809,993		—60,103	
Bal Brt Fwd— Encumbered	117,703	57,600			60,103	
Licenses/Permits/Fees/Tax	211,191		211,191			
Revenue From Federal Govt	541,941		1,871		540,070	
Fees Charged For Services	2,768		2,768			
Legislative Approp/Alloc	1,998,883	1,998,883				
Adjustment of Balance Fwd	—3,362	—778	—287,775		285,191	
Transfers—Non-Federal $	162,689	82,689	80,000			
Transfers—Federal	152,148				152,148	
TOTAL RESOURCES	3,941,551	2,146,094	818,048		977,409	
EXPENDITURES						
Salaries and Wages	1,773,874	1,324,715	100,527		348,632	
State Share of Retirement	302,884	247,372	14,135		41,377	
Other Fringe Benefits	2,637	1,662	930		45	
Prof Service, Not By State	69,603	9,186	6,489		53,928	
Computer Service, By State	347	174			173	
Other Prof. Serv., By State	—18,668	3,393	—31,475		9,414	
Travel Expenses, In-State	55,875	33,155	6,361		16,359	
Travel Expense, Out-State	11,195	6,170	985		4,040	
Operation—State Vehicles	170,251	123,907	11,710		34,634	
Utilities	58,207	51,198	6,842		167	
Rents	76,324	7,590	30,822		37,912	
Repairs	40,728	23,486	4,509		12,733	
Insurance	44,786	32,555	3,398		8,833	
General Operating Expense	103,489	50,924	12,265		40,300	
Food	7,105	3,328	535		3,242	
Fuel	20,404	19,510	894			
Other Supplies	173,914	71,053	65,059		37,802	
Grants to Local Govts.	798		798			
Misc Grants to Individual	1,709	1,709				
Pensions	25,112	6,112	1,585		17,415	
Equipment Purchases	151,370	62,063	62,928		26,379	
Structures & Improvements	12,795	10,598			2,197	
Trans. to Gen.-Fund Sta-Cap	8,780		3,084		5,696	
TOTAL EXPENDITURES	3,093,519	2,089,860	302,381		701,278	

regulations to assure the conservation of renewable marine resources in any coastal waters or flats of the State; and to hold hearings and to publish notices as may be required by law. The Commissioner of Marine Resources also serves as an ex-officio member of the Atlantic Sea Run Salmon Commission.

ORGANIZATION: The Department of Marine Resources originated in 1867 with the establishment of Commissioners of Fisheries. In 1895, the Commissioners were renamed Commissioners of Inland Fisheries and Game and a new Commissioner of Sea and Shore Fisheries was authorized, representing the first clear distinction between inland and coastal natural resources. In 1917, the Commissioner was replaced by a Commission of Sea and Shore Fisheries, and in 1931, the Commission became the Department of Sea and Shore Fisheries and the post of Commissioner was reestablished. Both the Advisory Council of the Department of Sea and Shore Fisheries and the Atlantic Sea Run Salmon Commission were created in 1947. In State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council.

PROGRAM: The initial impact of one of the most significant and far-reaching developments in the long history of Maine's marine fisheries—the extended United States fisheries jurisdiction, which was created by Congress and implemented in 1977—was apparent during the period covered by this report.

For the Department of Marine Resources, extended fisheries jurisdiction means broader responsibilities and steadily increasing environmental, resource, and industry problems. Interstate and state-federal relationships will become more complex as different interests compete for the control of management of the offshore fisheries. It continues to be clear that serious differences of opinion exist not only between domestic and foreign fishing interests, but also between the states and federal officials—and even between some individual states. One of the primary responsibilities of the Department, therefore, is to make certain that Maine's best interests are vigorously supported in forthcoming negotiations and management decision-making. It is already clear that the new responsibilities created by extended fisheries jurisdiction will mean a greater work load on the Commissioner and his staff, especially in view of the fact the Commissioner, ex officio, is one of Maine's members on the New England Regional Council. As a result, certain organizational changes within the Department have been necessary.

Other developments affecting the programs of the Department of Marine Resources include: the adoption by Congress of the Eastland Resolution, establishing a National Fisheries Policy; proposed new shellfish sanitation regulations by the United States Food and Drug Administration; renewal of a property use agreement with the Bigelow Laboratory for Ocean Sciences which shares the Department's facilities at McKown Point, Boothbay Harbor; and growing interest in the development of petroleum resources on the outer continental shelf.

A summary of the programs carried out by the Department's various divisions follows.

Bureau of Administration. The Bureau of Administration was established to perform administrative functions of the Department of Marine Resources (DMR) and to advise government agencies concerned with development or activity in coastal waters. Its primary responsibilities are to receive, control and expend funds received from legislative appropriations, private sources, federal programs and dedicated revenue sources, including fees from approximately twenty types of licenses and permits. Detailed records are maintained on all receipts and expenditures as well as licenses, purchases of goods and services, equipment, payroll, personnel, allotments and encumberances, special information and federal-state programs.

Duties also include coordination of federal-state programs, review of Maine State Clearinghouse documents, Equal Employment Opportunity actions, Fair Labor Standard Act compliance and Collective Bargaining matters; preparation and supervision of the departmental budget and work programs, contracts, Financial Orders and actions taken on personnel matters and purchases; coordination of clerical services and statistical activities; contact with other central service agencies; and keeping the Commissioner aware of the status of all departmental financial and administrative matters.

The Bureau of Administration, established through the authority vested in the Commissioner of Marine Resources, is composed of four sections. The Accounting and Personnel Section provides services for all divisions of the Department in finance, personnel and equipment; the Coordination Staff oversees the administration of federal and other revenue contracts and projects; liaison with the New England Fisheries Management Council is provided by Bureau personnel; and the Department's relationship to the Atlantic States Marine Fisheries Commission is administered by this Bureau.

The Bureau of Administration's program consists of carrying out directives of the Commissioner of Marine Resources in performing his statutory responsibilities, complying with all State and federal laws and regulations concerning administrative matters. The Bureau provides data needed for departmental decisions, represents the Commissioner in matters concerning administration, assists in preparing short and long-range plans, and provides assistance during State and federal audits. Much of this work is routine, but is vital to the successful operation of the Department.

Bureau of Marine Development. The Bureau of Marine Development has several divisions and component programs.

Division of Marketing and Promotion: The primary purpose of the Division of Marketing and Promotion is to assist Maine's commercial fishing industry in the marketing of its seafood and other marine-related products, stimulating consumer interest in, and consumer consumption of, such products—both domestically and abroad. As required by statute, the Division of Marketing and Promotion has the primary responsibility among state agencies for providing marketing assistance to the commercial fisheries. To meet this responsibility, the Division implements programs designed to support and expand existing markets and to develop new markets for both traditional and so-called underutilized species. The purpose of such activities is to increase the sales of Maine marine products, thereby increasing income and employment at all levels of the commercial fishing industry.

The Division of Marketing and Promotion was established administratively in 1957 through the authority vested in what was then the Department of Sea and Shore Fisheries. As responsibilities and duties increased, and as more extensive services were required by the commercial fishing industry, the Division gradually expanded to its present level. Clarification of the statutory authority for the Division's activities was included in the Act which created the present Department of Marine Resources in 1973. Inclusion of the Division in a new Bureau of Marine Development was accomplished in 1979.

In order to provide maximum assistance to Maine's commercial fisheries in the field of product development and marketing, the Division of Marketing and Promotion depends on a variety of funding sources for its activities. A number of basic services are funded by the state. In addition, a motion picture film program, a marketing leads service, product demonstrations and participation in trade shows are funded by federal matching monies.

Audio-Visual Program: Distribution of three films, *Two Faces of the Sea, Maine's Harvesters of the Sea* and *Fresh is Best*, was carried out under contract. The first two films have won a total of seventeen awards for excellence.

Additional black-and-white photographs and color slides have been added to the Department's files and have been used for distribution to the media, and have been used for illustrative purposes at informational presentations, and for reproduction in reports and brochures.

Marketing Data and Product Development: A marketing leads and information service to the Maine commercial fishing industry was continued which provided potential sales opportunities worth many millions of dollars. Work was cooperatively coordinated with the National Marine Fisheries Service and the New England Steering Committee on the implementation of the New England Fisheries Development Program which places special emphasis on underutilized species. Additionally, the Department has obtained a source of overseas marketing leads from the U.S. Department of Agriculture. This has substantially increased the number of possible foreign contacts for Maine industry. The benefit of this is two-fold since foreign markets offer greater demand for species underutilized in the U.S. and, in addition, offers the Maine seafood industry an opportunity to contribute to efforts towards reducing the national balance of trade deficit.

As an adjunct to increased foreign trade leads, the Department began a cooperative program with the U.S. Department of Commerce to conduct a series of export seminars geared especially towards the fishing industry. Seminars covering all aspects of exporting were held at Rockland and Portland.

Marketing and product development work was continued on a variety of marine species. Departmental participation in the New England Hotel-Motel and Restaurant Show in Boston stressed sales of pollock, hake and cusk. The Maine Fishermen's Wives' Association was assisted in promoting the use of pollock at the Old Port Exchange Festival in Portland by serving this product. Under contracts with the Maine Fishermen's Cooperative Association, product demonstrations were conducted at the Hartford International Food Show and the New England Hotel, Motel and Restaurant Show. A new 20-foot exhibit was constructed for use at such trade and consumer shows. Additional species which have been worked on are: mussels, dogfish, adult eels, periwinkles, squid, whelks, crabs, quahogs and whiting.

Information and Education: Informational and educational materials designed to increase the sales of Maine seafood products were prepared and distributed, including brochures, recipe leaflets, news releases, feature stories and photographic materials.

As part of an overall Department project, this Division continued to assist in developing new displays for a new aquarium-fisheries exhibit at McKown Point, West Boothbay Harbor, with graphics, educational and informational materials. A series of large-format color transparencies of Maine seafoods was developed with a commercial photographer.

A 20-foot exhibit was utilized at the Eastern States Exposition, West Springfield, Massachusetts, which featured Maine seafood products. Over one million people attended the Exposition during September, 1977. Lastly, a total of 187,836 seafood recipe leaflets, booklets and posters were distributed during the fiscal year.

Special Events: The Division aided, cooperated with, and participated in a large number of seafood-oriented events. These included: Maine Shrimp Festival, Boothbay Harbor; Yarmouth Clam Festival; Windjammer Days, Boothbay Harbor; and Maine Seafood Festival, Rockland.

Miscellaneous Activities: Other work as required was carried out, including numerous meetings with industry and state and federal officials; preparation of reports, position papers, legislative briefs, etc.; cooperative work with state and federal agencies and the private sector; and activities involving a wide range of fisheries problems, such as the 200-mile Extended Jurisdiction legislation, sea boundary disputes and discussions, wetlands and rivers and harbors dredging proposals, offshore oil drilling and onshore refinery site proposals, and the paralytic shellfish poisoning problem.

Division of Industry Services. This Division was established within the Bureau of Marine Development to consolidate Department functions that are industry and resource oriented but do not emphasize research. Activities include the practical application of research findings, inter-agency coordination, shellfish sanitation, marine resource management and development, and educational activities.

Division personnel provide staff assistance to the Commissioner in gathering of technical information essential to the development of Department positions on issues critical to marine resources and the fishing industry. Division personnel serve as Department representatives on state boards and commissions such as the Governors Advisory Committee on Coastal Development and Conservation (CCDC), Soil and Water Conservation Commission, Land and Water Resources Council, Atlantic Salmon Research Committee and the Pesticides Control Board; on Regional Committees such as the New England Steering Committee and the Atlantic States Marine Fisheries Commission; and on Federal Advisory Committees such as the Bureau of Land Management's Biological Task Force.

Environmental impacts are reviewed and processed for the following: Wetlands and Stream alterations, great ponds, waste discharge applications, highway construction proposals, rivers and harbors maintenance projects, port development, hydroelectric projects, and petroleum development in both the offshore and coastal areas.

Programs within the Division currently include the following:

Anadromous Fish Management and Development: Anadromous fish programs in FY 1979 continued to emphasize habitat protection, resource surveys and investigations, management of town alewife fisheries, and restoration/enhancement of anadromous fish runs. Current programs are designed to increase the availability of anadromous fish spawning habitat, maintain existing runs at optimum levels, establish new runs by stocking of adult spawners, and increase knowledge of life history, habitat requirements, recruitment and exploitation to improve fishery management capabilities.

Fishway Construction: Fishway projects carried out in 1978-79 included construction of the Blackmun Stream fishway and development of designs, federal reviews, and approval of fishway plans for the Elm Street Dam (Royal River) and Frankfort Dam (Marsh River). Anadromous fish staff continued to work with Central Maine Power Company personnel on the development of final plans for a fishway, trap, and counting station at the company's hydroelectric dam at Brunswick. The fishway will be constructed in conjunction with a major redevelopment of the hydroelectric dam at head of tide on the Androscoggin River. This facility will enable the Department of Marine Resources to reestablish significant commercial anadromous fish runs to the lower Androscoggin River basin for the first time in over 170 years.

Rainbow Smelt Investigations: A creel survey of the winter smelt fishery continued on the Kennebec River estuary utilizing a stratified random sampling design employed since 1975. The 1979 total effort of 576,422 line hours accounted for a catch of 47,923 pounds compared to the 1978 effort and catch of 478,027 line hours and 42,287 pounds respectively. The catch per unit effort for both years was about the same. Numbers of fishing camps increased from 582 in 1978 to 740 in 1979. A total of 674 anadromous rainbow smelt were tagged and released at selected sites on the Kennebec River estuary during the winter of 1978-79. The total of 5 recaptures represented a return of 0.74%. All recaptures occurred within 5 to 9 days of tagging. Four of the recaptures occurred within the river systems in which they were tagged and the fifth recapture occurred in a Kennebec tributary 8 miles from the tagging site.

Sturgeon Investigations: Studies emphasized collection of data on age, growth, distribution, and seasonal movements of shortnose and Atlantic sturgeon in the Kennebec River estuary. Tagging studies were continued to determine population size and migratory habits. In 1978, 69 shortnose sturgeon and 7 Atlantic sturgeon were tagged and released in the Kennebec River estuary. In addition, a shortnose sturgeon tagged in 1977 was recaptured in 1978 in the lower Kennebec River. A shortnose sturgeon caught in outer Penobscot Bay in June 1978 in experimental fishing gear operated by DMR personnel is the first known record of this species in that area.

Shad Management: The shad management program is directed toward reestablishing shad in those areas which historically produced large runs for commercial exploitation. Fall trapping of the Royal River in 1978 yielded juvenile American shad which demonstrated the viability of this stocking program. During 1979, 51 adult shad were transplanted from the Narraguagus River in Cherryfield to the Royal River in Yarmouth in a continuing effort to reestablish a native shad run in this southern Maine river. Anadromous fish staff continued to evaluate water resource development projects, wetlands alterations, highway construction proposals, and industrial development proposals that had potential for adverse impact on anadromous fish resources. In addition, personnel operated and maintained nine fishways during the fish migration period and provided technical assistance to 30 coastal towns which control commercial alewife harvesting.

Fisheries Inspection: Fisheries inspection is divided into two basic activities, and operated as such during the 1978 calendar year. These separate functions are Shellfish Sanitation under the cooperative National Shellfish Sanitation Program, and Fish Inspection and Quality Control under an agreement signed with National Marine Fisheries Service, Seafood Quality and Inspection Division, U.S. Dept. of Commerce (U.S.D.C.).

The shellfish inspection program, with this department as responsible State Agency since January 1964, employed two full time field inspectors. Their main duties involved the inspection and certification of shellfish shucking plants, shellstock shippers and reshippers facilities, vehicles used to transport shellfish and depuration plant operations.

Additionally, these inspectors collected shellfish samples at the dealer level, cooperated with other departmental personnel, worked with several state and federal agencies, conducted investigations, and were involved in numerous other activities incidental to the program. A total of 160 dealers were certified and inspected continuously throughout the period. 187 vehicles were also inspected.

The Fish Inspection and Quality Control portion of the program started about July 1, 1978, and continued into 1979 on a training/work basis. One employee was assigned to "learn" as much as possible of the specifications and standards used by U.S. Department of Commerce inspectors in their inspection and quality control work in the many phases of the fishing industry.

Through this training program, conducted mainly in the Rockland area, this individual was licensed as a federal inspector authorized to sample, inspect, grade and certify fishery products. On several occasions this inspector "worked for" the federal inspector for varying periods ranging from part of a day to a whole week.

Knowledge and expertise gained in this program not only permits fulfilling the department's obligation under the agreement, but also provides a tremendous insight into this type of activity for use in fish and fishery product work at the state level.

Work in both of these programs is to continue on the same basis as in the past, while consideration is given to establishment of a program of inspection and quality for the state's fishing industry.

Marine Education: The marine education program was established last year to help students, teachers and the general public learn more about our marine resources. Efforts were made to develop curriculum materials that could be used in educational programs from the kindergarten to adult level; to increase teacher awareness of marine programs and materials; and to encourage the introduction of marine materials into their classes.

Projects completed during the past year were: three curriculum supplement units—The American Lobster; The Atlantic Herring; and a Biography of Food Fish. These were designed as informational units and are suitable for use in many programs. A slide show was also developed to accompany each of these units. Several other slide shows were also completed.

Three teacher workshops were presented in coordination with the University of Maine, Maine Maritime Academy and TRIGOM. Each workshop was designed to help teachers develop skills in a variety of marine topics and to help them introduce marine topics into their classes.

Special classroom programs were developed and presented to the schools. These covered such areas as inter-tidal life; how to buy seafood; the clam; marine geology, and anadromous fish. Directed aquarium programs, laboratory programs, and field trips were also presented.

Efforts to coordinate activities in marine education within the State have been started. A wide variety of groups are involved including the University of Maine, Southern Maine Vocational Technical Institute, TRIGOM, Maine Maritime Academy, The Department of Educational and Cultural Services and various science teachers organizations and interest is increasing.

Shellfish Management: Forty-six percent (46) of the 101 coastal communities with producing clam flats have Department approved shellfish ordinances and conservation plans, and 40 of these towns have established municipal licensing systems; 19 of these towns have residential limitation regulations. The towns regulate the time, locations, and amount of clams harvested. The most common amount permitted for non-commercial use is one peck per day. Research personnel conduct extensive surveys of shellfish abundance and provide advisory services for local management programs.

The Department licenses and monitors three depuration plants in Scarboro and one in Searsport. In these plants clams harvested from moderately polluted areas are cleansed for 48 hours in water purified by ultraviolet light. During 1978, there were 14,990 bushels of clams harvested and depurated from 17 moderately polluted areas in 7 coastal counties.

Area Biologists: The area biologists' activities continue to be broad in scope. Environmental impact assessment relative to wetlands, sewage outfalls, aquaculture, dredging and spoil sites represent a major part of the area biologists' activity. Service to the coastal towns in providing data or the means of obtaining data for shellfish management is the other major activity. Participation in the Department's shellfish sanitation, extension service, and educational programs, as well as conducting shellfish management experiments, are other activities of note.

Aquaculture Leasing: Twenty-five leases have been processed through the public hearing stage. Two of these were disallowed or withdrawn leaving twenty-three active leases or applications. Sixteen (103 acres) are for shellfish (oysters, mussels, clams, etc.), six (60 acres) are for both shellfish and finfish, and one (68 acres) is for finfish (rainbow trout and coho salmon). The 23 active leases are distributed over six of the eight coastal counties with 3 leases totaling 16 acres in Cumberland County; 2 leases totaling 73.3 acres in Hancock County; one lease totaling 10 acres in Knox County; 14 leases totaling 102.5 acres in Lincoln County; one lease totaling 10 acres in Washington County; and 2 leases totaling 19 acres in York County.

Fish Pier Needs: This study, in cooperation with the Department of Transportation (DOT), was initiated and completed during the fiscal year. An analysis of fishing activity on the Maine Coast was performed using the number of commercial fishing vessels, weight and value of fish landed, number of processors, and the number of facilities used by fishermen for each port. Landings data indicated that 80% of the Maine catch for 1977 was brought ashore at 15 ports. Representatives from the Division and DOT held meetings with local officials, port committees, businessmen and fishing interest at these 15 ports to determine their needs.

The findings and recommendations of this study were presented in a publication entitled "Fish Pier Needs Study, Phase I" and many were incorporated into Legislative Document 1549.

Bureau of Marine Sciences. The Bureau of Marine Sciences was established to provide a scientific basis for the management and rational use of the marine and estuarine resources of the State of Maine. The primary responsibilities of the Division are to conduct and sponsor scientific research; to develop management programs for the marine and estuarine species under the jurisdiction of the state; provide advisory services to agencies of state, federal and local government; provide information and technical assistance to all segments of Maine's commercial and recreational fishing industry; and to provide information and education services to the public. The Bureau of Marine Sciences was established administratively in 1946 and is the oldest continuously operating marine research agency in the Gulf of Maine. The Bureau incorporates a number of research and management programs and has been reorganized to meet the expanded research and management needs mandated by the Fisheries Conservation and Management Act of 1976.

Management Plans: A management plan for Maine's herring resources was prepared and approved by the industry through several public hearings. Gulf of Maine herring stocks are depleted and management to prevent expansion of the fishery for adult herring was necessary. This management plan provided a closure to fishing for adult herring during the spawning season and a catch quota for adults. The plan was coordinated with the New England Fishery Management Council's herring management plan and was the first marine species management plan to be employed by the state. Technical difficulties delayed implementation until late August of 1978 and the reported landings of adult herring set a new record although the regulations did, ultimately, restrain the predicted expansion of fishing effort for adult herring.

A comprehensive State-Federal lobster management plan based largely on research conducted by the Department has been presented to the public and the industry at seven hearings held along the coast in 1979. The Department is seeking industry comment on the lobster management plan and a modified plan is in preparation. Some background work for a preliminary groundfish management plan is in progress.

Surveys: The Department's patrol and research vessel *Challenge* conducted a survey during August of 1978 to sample shrimp and groundfish. The *Challenge* was also used for fall surveys for herring larvae; fall, winter and spring shrimp survey cruises; and fall and spring current studies. The research vessel (R/V) *Explorer* conducted inshore groundfish surveys in the summer of 1978 and the spring of 1979.

A preliminary coastwide bottom trawl survey was conducted by DMR scientific staff on a chartered dragger, the R/V *Fishfinder*, during the late spring of 1979. The first portion of this survey occupied 52 stations from Kittery to Schoodic Point and completed tows at 34 of the sites.

The biological data derived from these surveys, such as age and growth, abundance indices, maturity and species distribution will be incorporated into the expanded biological data base and used for the development of species management plans.

Groundfish Tagging: A number of commercially valuable groundfish species such as cod, haddock, and pollock have been tagged and released during survey cruises by the R/V *Explorer* in 1978 and 1979. Some tags have been recovered and the program is being expanded. The tagging program will provide vital information on species distribution and movements along the Maine coast and will also provide supportive data for stock identification that is necessary for management of the groundfish stocks.

Alewife Research: Alewife management research dealt with the effects of commercial exploitation on the age composition and stability of selected alewife stocks. The effect of intensive commercial fishing on the Damariscotta Lake alewife stock has reduced the numbers of older fish in the catch to insignificant levels and the fishery is entirely dependent on only two age groups of fish. Reproduction is adequate for the watershed and less than 5% of the available fish escape the fishery and enter the lake to spawn. In 1977, 27,000 fish entered the lake and produced approximately 16 million juvenile emigrants. In 1978 almost twice that number of adults entered the lake although the juvenile emigration was quite similar. The 1979 immigration of adults was less than 21,000 fish and the juvenile production will be measured during the summer.

The expansion of the inshore trawl fishery to supply the European fillet market with alewives and blueback herring is a serious potential problem and the river fisheries for alewives are declining despite adequate levels of reproduction. In 1978 the Damariscotta River alewife catch was down by 40% from the previous year and was only a third of the 1974 catch. The 1979 catch was even lower and the Sheepscot River fishery has also declined significantly in the last four years.

Herring Fishery Sampling: This project has been collecting samples from the Maine herring fishery since 1962. It is funded by a contract from the National Marine Fisheries Service and the primary tasks are to collect herring biological samples and tabulate catch statistics for the entire coast of Maine. The biological samples are collected at the processing plants and delivered to the herring aging project for analysis.

Herring Aging Project: A new herring aging project was begun by the Department of Marine Resources on November 14, 1977 under contract from the National Marine Fisheries Service. Samples from the entire Maine commercial herring fishery, previously collected by the Department and transferred to Woods Hole, Massachusetts, are not processed at the Boothbay Harbor Laboratory. Data are recorded on the lengths, weights, sex and stage of maturity (to pinpoint spawning times) and otoliths are removed for age determination. This extensive commercial sampling program, when coupled with the department's very thorough catch statistics program, yields a comprehensive overview of the Maine fishery and provides detailed information for management decisions.

Samples are also brought back to Boothbay Harbor from Gloucester, Massachusetts where they are collected by the NMFS port samplers. These samples are processed to provide information on the entire Massachusetts winter pair trawl fishery and the Jeffreys Ledge purse seine fishery.

Herring Tagging Program: The Research Division is conducting a herring tagging program under grants from the Maine Sardine Council and the National Marine Fisheries Service. The purpose of the tagging program, which started in 1976, is to determine the migrations of herring that are seasonally found along the Maine coast.

Up to now, herring in the Gulf of Maine have been thought to belong to one of three stocks: New Brunswick-Nova Scotia, New England, or Georges Bank. However, herring tagged by Canadians in the Bay of Fundy have been caught south of Cape Cod, Massachusetts, and as far east as Cape Breton, Nova Scotia.

Tag recoveries support the hypothesis that the coast of Maine is a nursery area and that the 1 and 2 year old fish tend to remain along the Maine coast until they approach maturity (age 4 and older). At this time, they begin to join the older, mature fish that migrate more extensively, moving south in the fall and back in the spring.

Tagging studies should indicate the domestic and foreign fisheries that fish upon the same herring stocks that support the Maine fishery. Such knowledge is required for management.

Larval Herring Research: This project monitored the abundance and inshore movement patterns of larval herring in the Sheepscot estuary. Larval herring were sampled at selected stations along the Maine coast. The project is investigating the nature of changes in larval abundance and distribution to determine whether larvae can be used to predict abundance of herring for the sardine fishery. Estimates of the abundance of larval herring during the winter of 1978 and the spring of 1979 were made.

Lobster Research: During this project year, the lobster research team has continued the survey of the commercial lobster catch. The team has sampled over 18 tons of lobsters during 1978. Among many other things, the team has determined that (1) the average carapace length of the lobster catch is 88.6 (approximately 3½ inches), while the average weight is 552 grams (approximately 1.22 pounds; this includes an annual cull rate of 5.7% in numbers); (2) it took approximately 32.9 million trap-hauls to produce a catch of 19.1 million pounds of lobsters; (3) the fishermen exerted approximately 2 million man-hours of labor (actual time from leaving the dock to returning); (4) the price per pound has increased 96% from 1967 compared to 1978 (assuming an annual inflation rate of 6¢ means that the actual price increase is approximately 30%); (5) the indices of stock abundance (catch-per-unit-of-effort) have decreased approximately 30% from 1967 compared to 1978; (6) the instantaneous total mortality (fishing and natural mortality combined) is 2.49 or 92% for 1978; (7) the maximum sustainable yield estimate is 22 million pounds of lobsters which was the catch in the early 1960's with approximately 750 thousand traps; the catch of 19.1 million pounds in 1978 was produced with 1.8 million traps; (8) approximately 70% of the fishermen along the coast of Maine fish 400 traps or less, the average number of traps per boat is 310.

Lobster Tagging: A three year tagging study on lobsters was completed in 1977. A total of

2,882 legal sized lobsters were tagged and released in three areas along the coast of Maine. The fishermen returned 2,188 of these lobsters for a 75.9% rate of return. This percentage does not account for tag loss rate, lobsters that died after release, or non-reporting of some captured, tagged lobsters. With these additions taken into account, then the study confirms the extremely high total mortality rate that we calculated from the commercial survey. Most recaptures occurred within a five mile radius from point of release; however, a few lobsters traveled from 17 to 185 miles from point of release.

Other Lobster Activities: Other activities have included such things as: (1) lobster stock assessment work at State-Federal scientific workshops on lobster research for the area from Maine to North Carolina; (2) discussing the results of our research with members of the fishing industry, legislators, Canadian and U.S. scientists, students, teachers, and the public; (3) identifying diseases of lobsters in holding "pounds" in this state, then recommending courses of action for these pound owners; (4) advising and assisting industry on operation of recirculating and filtering systems for holding live lobsters; (5) discussing management proposals with legislators; (6) consulting with trap manufacturers on such matters as escape vents in traps and biodegradable material; (7) sea sampling on lobster boats to collect additional information on (a) catch-effort, and (b) the size composition of the catches as opposed to the sizes legally landed; (8) cooperative research with several lobstermen on catch composition; (9) we have resumed sampling the natural population of lobsters in order to determine if we can predict the subsequent recruitment to the commercial fishery.

Shrimp Assessment: The shrimp project has conducted an annual summer survey of the shrimp stock in the western Gulf of Maine each year since 1966. The data from this survey and from other sources are used by the Northern Shrimp Scientific Committee of Maine, New Hampshire and Massachusetts to make an annual assessment of this stock. Management recommendations are then made to the Atlantic States Marine Fisheries Commission. The shrimp abundance in the western Gulf of Maine has declined from an estimated 18,000 metric tons in 1973 to an estimated 1,400 metric tons in 1978. Because of this decline, and very poor recruitment, the Scientific Committee has recommended that the fishery remain closed until the stock abundance increases. Reduced fishing mortality should reverse or at least half the decline in shrimp abundance.

The shrimp project is evaluating the possibility of allowing a limited shrimp fishery even though the shrimp abundance is low. This would be accomplished by limiting the season and location of the fishery so that it exploits only the female shrimp after they have released their larvae.

Shrimp Environmental Physiology: A program of field and laboratory studies has been undertaken to investigate the possibility that, after warm winters, shrimp larvae may hatch too early to find food. Laboratory studies to determine experimentally the kinds and quantities of food needed by the larvae for normal development are supplemented by plankton sampling to learn when the hatching of larvae takes place, what kinds of food are available at that time, and what the larvae are actually feeding on. There is evidence that the larvae do not find adequate food in the water if they hatch too early or if the plankton blooms occur too late. The occurrence during some years of "mini-blooms" of diatoms early in March or late in February may also be a significant factor in the failure or success of a larval brood.

Good progress has been made in all these efforts and there is considerable evidence that the larvae do not find adequate food in the water if they hatch too early or if the plankton blooms occur too late. The occurrence during some years of "mini-blooms" of diatoms early in March or late in February may also be a significant factor in the failure or success of a larval brood.

Scallop Research: This project was initiated in 1976 to determine the ages and growth rates of scallops captured by the commercial fishery. Growth rates of scallops in three areas of the Maine coast are being measured by tagging studies. Scallops were tagged, measured and released in each of the three areas. Shells and tags from the tagged scallops were returned through July 1979. The returned shells are measured for growth that occurred between tagging and recapture. Some tagged and measured scallops were placed in protected locations and will be monitored for growth rates.

Shellfish Sanitation Monitoring: This project is responsible for determining the suitability of all shellfish growing areas for the harvest of shellfish. Shellfish are monitored for the presence of coliform bacterian and paralytic shellfish toxin. When concentrations of these organisms exceed levels allowed by law, the areas are closed until the contamination is reduced to acceptable levels. In 1978, about 2,500 samples for paralytic shellfish toxin and 2,000 samples for bacterial contamination were collected and tested.

A contract with the Department of Environmental Protection and the U.S. Environmental Protection Agency supports a project for identifying and documenting the sources of pollution along the entire coast of Maine. By the end of July, 1979, the area surveyed extended from Kittery to Eastport.

Clam Tumor Research: A laboratory research project involving the relationship between petro-chemical spills and the development of clam tumors has been completed. This study developed additional information on the suspected relationship between jet fuel contamination at Searsport and the appearance of tumors in the clam stocks in that area.

Aquaculture: The Research Division has appointed a staff pathologist to monitor the aquaculture operations for the purpose of controlling diseases and parasites which may be introduced to Maine waters along with cultured species. The pathologist's duties also include the examination of imported or transplanted species for the elimination of predators and to prevent the introduction of undesirable species.

Fish Disease Research: A joint contract between DMR, the University of Maine at Orono, and the National Institutes of Health and the National Science Foundation to do research on piscine erythrocytic necrosis cod virus (PEN) has been in effect during the past fiscal year. The blood of over 48 marine species along the Atlantic coast has been examined for evidence of PEN. This infection has been found in 17 species; Atlantic cod, Atlantic herring, alewife, rainbow smelt, Atlantic tomcod, spot, tautog, rock gunnel, sea raven, longhorn sculpin, sea snail, 4-spot flounder, winter flounder, blueback herring, menhaden, pollock and shad. Electron microscopy is needed to confirm whether PEN lesions in these species are caused by a virus similar to that in the Atlantic cod and herring. PEN appears to be endemic in cod, herring, smelt and alewife populations but the effects of this infection on the fish populations remains to be determined.

Water Temperature and Salinity Tabulations: The project started in mid-October 1973 to continue the work previously carried out by National Marine Fisheries Service. This comprised the continuous recording of 11 environmental variables, the analysis of data, and the dissemination of information to interested scientists.

The recordings were continued during the year. Tabulations and summaries of sea surface temperature, sea bottom temperature, air temperature, salinity, barometric pressure, and precipitation were kept up to date, with monthly summaries available shortly after the end of each month. Other data were filed and are available on request.

Annual summaries of data for 1978 were completed. Updated copies of the complete record of sea surface temperatures, 1905-1978, were mimeographed and sent out to the Department, to Bigelow Laboratory staff members, and to other interested parties.

Dissemination of information has been to a regular mailing list and by special requests to foreign, federal, and state agencies; to academic institutions, to businesses, and to private individuals. Monthly summaries are included in the weekly Newsletter of the Department of Marine Resources and published in the monthly trade paper, "Maine Commercial Fisheries" and the local newspaper, "The Boothbay Register."

Green Crab Study: This project started in mid-October 1973 to continue and to expand the work previously carried out by the National Marine Fisheries Service. This comprised mainly the periodic sampling of populations of the green crab and relating changes in its abundance and distribution to changes in the environment. The green crab is of minor commercial value as bait, but its primary importance in Maine has been because of its grossly damaging effect as a predator on soft-shell clams when it is overly abundant.

The annual fall survey of relative abundance and population characteristics at 22 stations from Kittery to Perry, supplementary winter and spring surveys, and monthly trapping in the Boothbay Harbor area led to the following generalized conclusions:

1) In 1978, both juvenile and adult green crabs showed decreases in several areas of the coast. This change is noted after the mean annual sea surface temperature had declined for 3 years.
2) Most of the Washington County coast seems to have escaped severe green crab predation thus far.
3) Several areas of the coast have had excellent survival of 1976 and 1977 year classes of clams.
4) In areas that still fail to have adequate surviving sets of clams, a period of 3 to 5

years of clam scarcity is still predicted after present stocks of large marketable clams are dug out.

Sea Sampling Research: Field sampling of commercial and recreational vessel was initiated in the spring of 1979. Department sea samplers ride fishing vessels and measure catches, take biological samples and estimate discard in this pilot program. These data supplement the port sampling and are used to evaluate the differences between the composition of the catch at sea and the landings at dockside. Biological samples and the discard data will be used to develop indices of abundance for some species and will form an essential part of the expanded biological data base. Primary emphasis of the pilot program has been the sampling of day trip vessels involved in dragging and gill netting and some recreational party boats.

Extension Services. The DMR Marine Extension Service was established administratively, through the authority vested in the Commissioner of Marine Resources, in January 1966 as a joint project with the U.S. Bureau of Commercial Fisheries under the Research and Development Act, Public Law 88-309. In March, 1970 a National Oceanic and Atmospheric Administration (NOAA) Sea Grant support proposal was approved and funded, enabling the Extension Division to hire additional field agents to supplement the positions funded under PL 88-309.

For the past few years the project has been operating with a staff of seven. The five field people are stationed at various locations along Maine's coast and the director and a secretary are located at the Department's laboratory in Boothbay Harbor.

Through the years, the extension service has provided information to the fishing industry concerning the latest developments in management, harvesting, and processing of fisheries resources; provided technical assistance; and developed and demonstrated modern equipment and methods to improve utilization of fishery resources.

Projects conducted by extension personnel during the last year have included:

Demonstration of Harvesting Gear for Ocean Quahogs and Surf Clams: Over the past several years the extension service has developed suitable gear for harvesting ocean quahogs (*Arctica islandica*) and surf clams (*Spisula solidissima*), and has made surveys of these species in several areas along the Maine coast in anticipation of commercial harvesting feasibility. During the past year this equipment has been demonstrated to fishermen who were interested in gearing-up for the fishery.

Analysis of the Maine Crab Industry: From August 1977 to August of 1978, a study was made of Maine's commercial crab industry, and its potential for development. Several sampling stations were set up, and data collected on species, size, sex, shell hardness, reproductive stage of females, and number caught per lobster trap-haul. Processors, crab fishermen, and lobstermen along the coast were interviewed.

Results of the study indicated that neither species of commercial crab, the rock crab (*Cancer irroratus*) nor the Jonah crab (*C. borealis*) are underutilized species in Maine. Rock crabs are by far the more abundant of the two, and are the basis of a million-dollar a year coastal industry. There are indications that rock crabs may in fact be overfished in some areas.

A study of the feasibility of utilizing crustacean shell waste was also completed as part of the crab project. The study concluded that processing of shell waste into chitin/chitosan may be profitable when the shrimp season is opened again and shrimp shell waste is added to crab shell waste in the Portland area and the Mount Desert Island area.

Fish Trap and Inshore Gill-netting: The rising price of lobster bait has caused considerable concern among lobstermen, and as a result, extension personnel have been attempting to demonstrate to lobstermen the feasibility of catching their own baitfish. A floating fish trap was set up and trial fished with Vinalhaven fishermen during 1977 and 1978 in Penobscot Bay, and interest in floating fish traps is increasing rapidly along the coast as a result of this effort.

A small inshore gill-net, capable of being hauled with hydraulic gear aboard small boats, was again trial-fished in Penobscot Bay for the purpose of catching baitfish.

Two-boat Trawling: DMR extension personnel have been developing two-boat trawling techniques for several years, and introducing the method to Maine fishermen. The success of two-boat trawls has enabled Maine processors to pack and fillet sea herring during the winter, providing employment for hundreds of Maine people. In 1978, technical assistance continued to be provided to the Maine fishing fleet operating out of Maine ports and out of Gloucester, Massachusetts.

Assistance to Research Activities: The extension vessel R/V EXPLORER, used for the ocean quahog and surf clam survey in previous years, was in 1978 used primarily as a support vessel for the Bureau of Marine Sciences. Extension agents aboard the EXPLORER provided assistance in cod and scallop tagging projects, a groundfish survey, and shrimp larvae monitoring. Another agent, a member of the Department's diving team, provided diving assistance to the lobster and scallop research projects.

Information Dissemination: Considerable effort has always been made by extension personnel to provide information on fishery problems and developments to the fishing industry, to government agencies, and to the general public.

In addition to answering requests for information directly, publications released in 1978 included:

Directory of Marine Research Facilities and Personnel in Maine. A 164-page directory, produced in cooperation with the Research Institute of the Gulf of Maine (TRIGOM).

Public Access to Maine Shoreline—A Workshop Discussion. A 49-page booklet, produced in cooperation with the Time and Tide Resource Conservation and Development Project, which explains the methodology of recovering lost or abandoned public rights-of-way to the shore.

The extension service continued to write the DMR monthly newsletter which is published in *Maine Commercial Fisheries.* Extension personnel edited, reproduced, and distributed numerous informational leaflets at functions such as the Maine Fishermen's Forum, the Rockland Seafood Festival and the National Fish Expo.

Extension personnel directed the establishment of a Department publication policy, an organized system whereby every research and extension publication or document produced by the Department is recorded and easily retrievable.

Bureau of Marine Patrol. The former Division of Enforcement, otherwise known as the Coastal Warden Service, is one of the oldest law enforcement agencies in the State and was established to protect, manage and conserve the renewable marine resources within the territorial limits of the State of Maine. Over the years the Legislature has expanded the areas of responsibility in the enforcement of other laws and regulations of the State of Maine. Personnel are authorized to enforce all laws of the State of Maine with primary emphasis on marine resources, the protection of life and property, and to arrest and prosecute all violators and serve all processes pertaining to those laws and regulations.

The Division of Enforcement was established administratively through the authority vested in the Commissioner of Sea and Shore Fisheries. The Coastal Wardens, so named in 1947, were originally established as Fish Wardens in 1843, and were appointed by the Governor and Council until 1917 when the appointment authority was transferred to the Commissioner of Sea and Shore Fisheries (renamed Commissioner of Marine Resources in 1973). The Division has been an integral segment of the Department throughout its existence.

Reorganization: In recent years it has become increasingly apparent that a restructuring of the Division of Enforcement, which comprised the Coastal Warden Service of the Department of Marine Resources, had become essential if the Division was to adequately meet the ever-increasing demands, new responsibilities and duties created by the changing needs of modern day society. Therefore, the Division of Enforcement's Coastal Warden Service is now the Bureau of Marine Patrol. As the Bureau of Marine Patrol, the Department of Marine Resources' enforcement capabilities will be brought into balance with other State, Federal and local enforcement agencies.

Within the span of two decades the scope of the Bureau's responsibilities has been widened to include many new areas of activity which fall outside the traditional needs of the fishing industry and the marine environment. Drug surveillance and enforcement, 200-mile limit enforcement requirements, and foreign vessel activity are but a few of these new duties and responsibilities. It has also become imperative to align the Department's enforcement arm with other State and Federal agencies in order to keep pace with today's needs, and to afford more efficient and compatible jurisdiction for the increasing number of cooperative multi-jurisdictional enforcement assignments. New responsibilities in the area of environmental control and law and services to the industry and general public are other important reasons for the necessity of updating this Bureau's capabilities.

Some of the new areas of responsibility acquired by the Bureau in recent years include, under Federal laws, the Bluefin Tuna Act, Marine Mammals Protection Act, Endangered Species Act, Extended Fisheries Jurisdiction Management and Conservation Act (200-mile limit), cooperation with the Federal Drug Enforcement Agency, and work with U.S. Customs Agency, U.S. Secret Service, the F.B.I., Alcohol, Tobacco and Firearms Agency, Immigration and Naturalization Service, U.S. Coast Guard, National Marine Fisheries Service, and the Food and Drug Administration. Under State law, other enforcement responsibilities include criminal law activities, Boating Registration and Safety laws, Search and Rescue, environmental laws such as the Wetlands Control Act, Litter laws, Land Use regulations, and the Pesticide Control Act. Also included in Bureau of Marine Patrol responsibility is the Tri-State Shrimp Regulation promulgated by Maine, New Hampshire and Massachusetts under the authority of the Atlantic States Marine Fisheries Commission. Traditionally, the Department of Marine Resources, law enforcement officers have worked cooperatively with all other State, County and Municipal law enforcement agencies and, having authority to enforce all State laws, have been called upon often to enforce the law on offshore islands and in other smaller municipalities along the coast of Maine that do not have the benefit of organized law enforcement capability.

In order to better and more efficiently perform its enforcement and protection duties, the new Bureau of Marine Patrol will possess the military rank which is a standardized part of other law enforcement agencies. This will provide for better organizational structure, more efficient chain of command, span of control, and scope of supervision as well as improvement of management capabilities. The Bureau of Marine Patrol consists of the chief, who is responsible for administration and management; a captain, who is field Commander and assistant to the Chief; a lieutenant assigned as captain of the 83' patrol/research vessel "Challenge," with two marine patrol officers assigned as crew. In addition, the state is divided into four divisions with a lieutenant in charge of each division. A Marine Patrol sergeant is assigned to each division and they assist the lieutenant and carry out special investigations and assignments. The Bureau operates a Cessna 180 seaplane for enforcement patrol, surveillance, search and rescue missions; also a fleet of 20'-21' fast patrol boats strategically located along the coast of Maine. The 107th and 108th Legislatures increased the authorized strength to 44 by the addition of seven coastal wardens. One Marine Patrol corporal is assigned to the offshore island patrol of Penobscot Bay, making his residence on Vinalhaven, and a civilian boat captain operates the 44' patrol boat, "MAINE." Finally, included in the reorganization of the Bureau is the Administration and Licensing Division which is headed up by a supervisor/secretary, license clerk and two clerks as assistants.

Marine Patrol Officer Program: New Marine Patrol Officers are trained and oriented in a comprehensive program that consists of six weeks of Department of Marine Resources law and Department functions, boating safety law and boating techniques, National Marine Fisheries laws, and all other State and Federal laws and regulations relating to the coastal zone. This training is followed by a twelve week Basic Law Enforcement program at the Maine Criminal Justice Academy; three to four months of practical field training with an experienced officer and finally; three to four months of working alone but under the monitorship of supervisory personnel while learning to apply the knowledge gained under the training programs. Field training continues throughout the second year of employment and is followed by periodic in-service training courses throughout the career of each Marine Patrol Officer.

Bureau of Marine Patrol personnel will continue to work closely with the U.S. Coast Guard and other law enforcement agencies at the local, state and federal level; this activity increases and expands each year.

LICENSES, PERMITS, ETC.:

License:
Wholesale Seafood Dealers & Processors
Supplemental Wholesale Seafood Dealers and Processors
Commercial Fishing (Resident & Non-Resident)
Interstate Shellfish Transportation
Sea Moss (Resident & Non-Resident)
Scallop Fishing
Commercial Shellfishing
Marine Worm Dealers
Supplemental Marine Worm Dealers
Marine Worm Diggers
Lobster and Crab Fishing

Permit:
Lobster Meat
Authorization of Additional Vehicle for Interstate Lobster Transportation
Authorization of Additional Vehicle for Interstate Shellfish Transportation
Authorization of Additional Vehicle for Crawfish Transportation
Importing Marine Species
Shellfish Certificate
Coho Permit

Leases:
Aquaculture

Wholesale Crawfish Dealer
Retail Crawfish Dealer
Special License
Interstate Lobster Transportation
Research

PUBLICATIONS:

HOW TO EAT MAINE LOBSTER—two page leaflet—single copy free—commercial establishments $3.60 per hundred

HOW TO PREPARE MAINE LOBSTER—two-page recipe leaflet—single copy free—commercial establishment $3.60 per hundred

SEAFOOD DISHES FROM MAINE—two-page recipe leaflet—single copy free—commercial establishments $3.60 per hundred

THE MAINE DISH IS MUSSELS—eight-page recipe leaflet (free)

HARVESTERS OF THE SEA—The Story of Maine's Commercial Fisheries (free)

FABULOUS FEASTS WITH MAINE SEAFOODS—Free (supply limited)

BUYERS GUIDE FOR MAINE SEAFOOD—Free (supply limited)

INDEX OF PUBLICATIONS (1946-July 1979) (free)

FINANCES, FISCAL YEAR 1979: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADVISORY COUNCIL (TO MARINE RESOURCES)

EDWARD MYERS, CHAIRMAN
JAMES WARREN, Vice Chairman

Central Office: *Telephone:* 289-2291
Location: Baker Bldg., 98 Winthrop St., Hallowell
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1947 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 13; *Unit:* 190; *Unit Citation:* 12 M.R.S.A., Sect. 3551

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: It is the broad responsibility of the Advisory Council (to Marine Resources) to provide advice to the Commissioner on policy matters affecting the fishing industry and to outline the problems and needs of the segments of the industry they represent. In addition, certain specific duties were established by law in 1973 including the approval of aquaculture lease permits, changes in fishing regulations, and related matters.

ORGANIZATION: The Advisory Council of the Department of Sea and Shore Fisheries was created in 1947. In the State Government reorganization legislation of 1973, the 106th Legislature established the Department of Marine Resources, along with an expanded Marine Resources Advisory Council. Additional duties and responsibilities were assigned to the agency and its Council, along with those which previously were the responsibility of the Department of Sea and Shore Fisheries and its Advisory Council. Under the 1973 statute, the Marine Resources Advisory Council was enlarged from five members to nine, appointed by the Governor and representing various segments of the fishing industry.

PROGRAM: The Council met seven times this year to provide advice to the Commissioner on policy matters affecting the industry and to outline the problems and needs of the industry.

In addition to meeting its broad responsibilities, the Council also performed specific duties established by law, including the approval of aquaculture lease permits, changes in fishing regulations and related matters.

Highlights of issues discussed, decisions reached and action taken by the Council this year included: discussions of the Department of Marine Resources' role in assisting Maine's commercial fishing industry to take advantage of Extended Fisheries Jurisdiction; the priority needs of the industry; state and federal fisheries legislation; Canadian competition and boundary disputes; Department of Marine Resources' programs and plans; the work of the New England Regional Fisheries Management Council; seafood marketing problems; jurisdictional questions involving various fisheries; State management plans for herring and groundfish; and the actions of an industry lobster committee and a marine worm committee.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $3,121.36 in FY 79 and are, by administrative decision, included with those of the Department of Marine Resources.

PUBLIC UTILITIES COMMISSION

RALPH H. GELDER, CHAIRMAN
MICHAEL K. FEENER, Secretary

Central Office: *Telephone:* 289-3831
Location: 242 State St., (Old M.V. Bldg.), Augusta *Floor:* 2
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1913 *Sunset Termination Scheduled to Start by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 65; *Unit:* 407; *Unit Citation:* 35 M.R.S.A., Sect. 1

Average Count—All Positions: 78 *Permanent Legislative Count:* 32

Organizational Units:
Finance Division
Water and Gas Division
Transportation Division
Secretary's Office
Electric Division
Telecommunications Division
Legal Division
Consumer Assistance Division

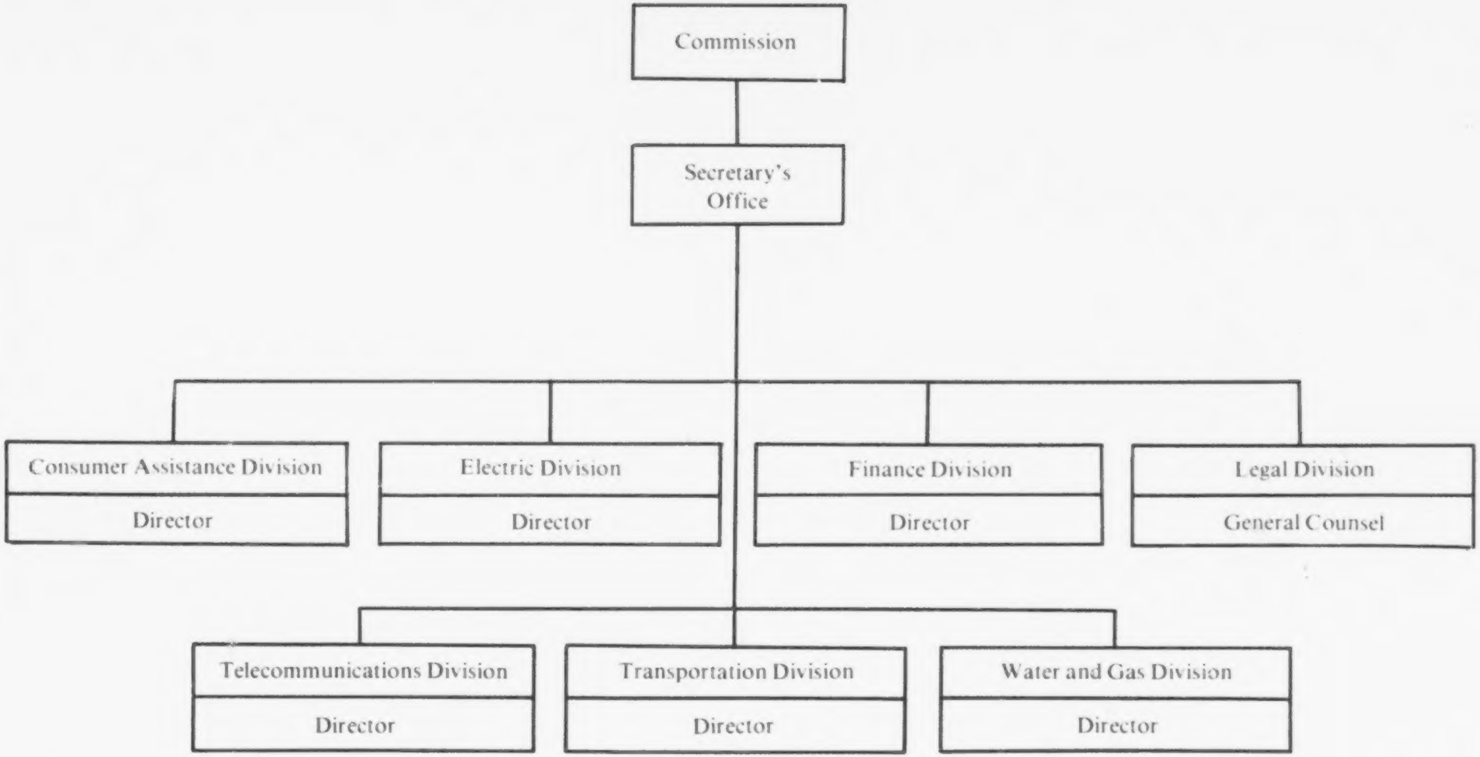
PURPOSE: The Public Utilities Commission's mission is to protect the public by ensuring that utilities operating in the State of Maine render adequate and reliable service to the public at rates which are reasonable and just. The Commission is a quasi-judicial body which sits as a judicial forum on cases involving rates, service, financing, and other activities of the various utilities it regulates. The Commission presently has jurisdiction over 150 water utilities, 17 electric utilities, 2 gas utilities, 25 telephone and telegraph utilities, 2,793 trucking companies, 57 bus companies, 8 railroads, one water carrier, and limited aspects of radio common carriers.

The Commission is divided into seven operating divisions with respective powers and duties as follows:

Consumer Assistance Division. This Division was created in early 1977 to analyze inquiries and complaints from Maine utility customers relating to billing disputes, inadequate service, rate discrepancies, etc. The Division also prepares technical reports to the Commission pertaining to consumer assistance matters; interprets applicable utility tariff requirements as well as Commission rules and regulations on termination of utility services in Maine, and renders independent judgments in resolving utility and consumer complaints. The Division may also be called upon to present testimony in complaint cases in which formal hearings are held before the Commission.

Electric Division. This Division regulates 17 electric utilities in Maine, involving over one half million meters; prepares engineering cross-examination in pending cases involving electric rate increases, service complaints, line extensions, etc.; conducts on-site investigations of electrical accidents involving loss of human lives; investigates, resolves, and confers with utilities on customer complaints of a technical nature involving billing, service, line extensions, etc.; prepares and reviews cost allocations, depreciation studies, rate studies, etc.; testifies as expert

STATE OF MAINE
PUBLIC UTILITIES COMMISSION


Commission
Secretary's Office
Consumer Assistance Division
Director
Electric Division
Director
Finance Division
Director
Legal Division
General Counsel
Telecommunications Division
Director
Transportation Division
Director
Water and Gas Division
Director

CONSOLIDATED FINANCIAL CHART FOR FY 79
PUBLIC UTILITIES COMMISSION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	801,973		2,054	799,850	69	
Bal Brt Fwd— Encumbered	72,797	50,743	991	14,738	6,325	
Licenses/Permits/Fees/Tax	739,306			739,306		
Fines/Forfeits/Penalties	78,020			78,020		
Fees Charged For Services	1,011			1,011		
Legislative Approp/Alloc	815,945	815,945				
Adjustment of Balance Fwd	142	—23	—3,045	165	3,045	
Transfers—Non-Federal $	10,000		10,000			
Transfers—Federal $	57,800				57,800	
TOTAL RESOURCES	2,576,994	866,665	10,000	1,633,090	67,239	
EXPENDITURES						
Salaries and Wages	908,057	421,344		459,763	26,950	
State Share of Retirement	104,248	47,217		53,878	3,153	
Prof Service, Not By State	138,373	137,782		15	576	
Travel Expenses, In-State	15,545	2,604		11,209	1,732	
Travel Expense, Out-State	15,818	9,275		6,101	442	
Operation—State Vehicles	8,370	16		8,354		
Utilities	34,625	22,882		6,241	5,502	
Rents	16,622	12,169		4,274	179	
Repairs	1,274	278		961	35	
Insurance	21,392	9,399		11,244	749	
General Operating Expense	68,304	35,818		31,788	698	
Other Supplies	15,661	6,992		8,460	209	
Grants To Federal Govt.	120,850	103,350	10,000		7,500	
Buildings & Improvements	300			300		
Equipment Purchases	49,769	4,617		43,417	1,735	
Trans. to Gen.-Fund Sta-Cap	37,291			34,967	2,324	
TOTAL EXPENDITURES	1,556,499	813,743	10,000	680,972	51,784	

witnesses in contested hearings; reviews plans of major electric construction projects; inspects utility plants on a sample basis to assure safe maintenance and operating procedures; reviews and revises rules and standards of service for electric utilities.

Legal Division. The Commission legal division is responsible for legal advocacy before federal and state courts and agencies. It provides examiners and legal advisors in cases before the Public Utilities Commission and assists in preparing and presenting the Commission views on legislative proposals. Complete legal services are provided by the Division on all legal aspects of the matters within the Commission's jurisdiction.

Finance Division. This Division is responsible for conducting financial investigations and analysis of specific telephone, electric, gas, and water utilities, and for conducting general financial studies of and other research about Maine utilities. The Division analyzes all applications of public utilities to issue stocks, bonds, or notes. In addition, the Division prepares testimony and other material concerning rate of return and/or cost of capital for rate hearings and may prepare material concerning rate base, expenses, depreciation, and rate design, as well. The Division prepares questions to be used on cross-examination on accounting and finance matters, presents direct testimony, and evaluates rate cases exhibits as requested.

Telecommunications Division. This Division regulates 25 telephone utilities in Maine; prepares engineering cross-examination in pending cases involving telephone rate increases, service complaints, line extensions, etc.; investigates, resolves, and confers with respective utilities on customer complaints involving billing, service, line extensions, etc.; prepares and reviews cost allocations, separations, settlements, depreciation studies, rate studies, etc.; testifies as expert witnesses in contested hearings; reviews plans of major telephone construction projects; inspects utility plants on a sample basis to assure adequate maintenance and operating procedures; reviews and revises rules and standards of service for telephone utilities.

Transportation Division. This Division is responsible for safety and economic regulation of all modes of for-hire freight and passenger surface transportation, including some water transportation; it maintains a comprehensive tariff file on both interstate and intrastate rates and processes all requests for changes thereto; checks and maintains all required annual reports; audits transportation freight bills of all State agencies and serves in an advisory capacity on traffic and transportation matters; processes applications for authority and assignment and transfer; maintains the insurance files, issues permits, certificates, identification decals, etc.; conducts safety and economic highway and terminal checks for compliance and investigates all questionable operations; works closely with federal agencies under cooperative agreements; receives and investigates all complaints pertaining to transportation; and reviews and recommends statutory changes and changes in the rules and regulations affecting the regulated transportation industry.

Water and Gas Division. This Division regulates 150 water and 2 gas utilities in Maine, and some related activities involving water resources. The Division analyzes and evaluates rate case exhibits; prepares engineering cross-examination and testifies as expert witnesses in rate proceedings. It prepares and reviews cost allocations and rate studies; conducts conferences with utilities and the public; recommends and advises regarding service standards and rules and regulations of water and gas utilities; reviews plans and specifications on all major water and gas utility construction projects; conducts on-site inspection of water system improvements; advises regarding water main extension and system improvements; inspects gas pipelines to insure safety operations; and conducts on-site investigations of gas explosions and accidents.

ORGANIZATION: The Public Laws of 1913, effective by Proclamation, after referendum on October 30, 1914, created the Public Utilities Commission. It was organized December 1, 1914. The Act abolished the Board of Railroad Commissioners, established in 1858, and imposed and conferred upon the Public Utilities Commission all powers vested in that Board as well as the State Water Storage Commission, including custody and control of all records, maps, and papers pertaining to the offices of the Railroad Commissioners and the State Water Storage Commission, the latter of which was not legally abolished until 1916. In addition, the Commission acquired jurisdiction over all "public utilities," and through subsequent legislation any person, firm, or corporation operating motor buses or trucks transporting passengers or freight for hire over any street or highway in Maine. The present Public Utilities Commission consists of three members appointed by the Governor subject to review by the Joint Standing Committee on Public Utilities and to confirmation by the Legislature, for terms of seven years. One member is designated by the Governor as chairman, and all three members devote full time to their duties.

PROGRAM: In fiscal year 1978-79, the Commission initiated analysis of the requirements of the Public Utilities Regulatory Policy Act (PURPA), federal legislation administration by the United States Department of Energy, and secured from the Maine Legislature approval for new personnel to implement and maintain acceptable requirements of the Act. Federal funds may be available to the State for administration of acceptable PURPA requirements and for consulting services.

The United States Geological Survey: Previously cooperating with the Maine Public Utilities Commission, the U.S.G.S. will enter into a cooperative agreement with the Maine Department of Conservation in the future. This Commission decision was made after a study of the functions of the U.S.G.S. and state agencies.

Administrative Procedure Act. The Commission maintained an extraordinarily full regulatory docket during the fiscal year, and cases were conducted in accord with requirements of Maine's new Administrative Procedure Act, where applicable. Particularly noteworthy cases are described below:

Extended Area Service: A generic proceeding was completed which developed standards for implementing toll-free service between telephone exchanges, a service which is known as extended area service, or extended local service. The Commission standards will be applied to pending cases involving requests for the service during the next fiscal year.

Electric Utility Investigation: The Commission completed a lengthy investigation of Maine's largest electric utility in the fall of 1978. Decisions were made on several issues, including depreciation expense on plant constructed with deferred taxes, flat rates for residential customers, and optional time-of-day rates. This decision was appealed to the Supreme Judicial Court and fully argued before that court in May of 1979.

Rules and Regulations: Consistent with the Legislative mandate of the Administrative Procedure Act, the Commission revised and promulgated its rules and regulations. New regulations of particular importance dealing with the fuel adjustment clause for electric utilities were promulgated pursuant to 35 M.R.S.A. §131. The present plan is for the §131 regulations to be implemented during fiscal year 1979-1980.

Sears Island: Processing of an application for a certificate of convenience and necessity to construct a 600-megawatt coal-fired electric generating facility on Sears Island in Penobscot Bay was continued, and hearings in the case were virtually completed.

New England Telephone & Telegraph: The first phase of a New England Telephone & Telegraph Company rate case was completed, and an increase in the company's annual revenue of 6.9 million dollars was granted. The second phase of the case will be investigated during the next fiscal year; this involves issues of rate design and disaggregation of certain charges.

Motor Common Carriers: The Commission held hearings on a large number of applications for additional motor common carrier operating authority. These applications came from nearly all of Maine's common carriers and involved new routes throughout the state. The hearings in this complex series of cases were more than half completed during the fiscal year. In addition, the Commission commenced an investigation of motor common carrier rates and tariffs, with particular emphasis on the issue of uniform rates.

Maine Yankee: The Maine Yankee atomic power plant was temporarily closed during the fiscal year by order of the Nuclear Regulatory Commission. Maine electric utilities were thus required to purchase some of their power requirements from other more expensive sources. The Commission entered a temporary order requiring the replacement power costs to be spread over a 12-month period, pending further investigation.

The Commission was again certified as the regulatory authority responsible for natural gas safety by the United States Department of Transportation, Office of Pipeline Safety. One-half of the cost of this program is funded by the federal government.

Legislative Changes. Significant legislative changes during the fiscal year which affect the Public Utilities Commission are described below.

1) The Legislature established time limits within which the Commission must act on certification of new electric generation and transmission facilities. It authorized the Commission to reconsider such certification where the Board of Environmental Protection later requires modifications which increase the cost of a project by more than 20%.

2) Legislation was enacted which requires the Commission to consider operations by contract carriers between January 1, 1975, and October 1, 1978, in clarifying the scope of any "grandfather" authority held by such carriers.

3) The Commission was authorized to make limited assessments of all utilities to defray administrative, regulatory, and consulting costs.

4) The Commision was given the power to order utilities to refund to customers amounts erroneously charged.

5) The Commission was authorized to consider, in its ratemaking procedures, the issue of long-term marginal costs and the objectives of the Public Utilities Regulatory Policies Act.

6) The Commission was authorized to allow an account for contingency funds for quasi-municipal water districts.

LICENSES, PERMITS, ETC.:

Intrastate Common Carrier Certificates
Intrastate Contract Carrier Permits
Intrastate Authority License
Motor Carrier of Passengers for Hire License
Electric Utilities—Application for Certificate of Convenience and Necessity
Interstate Operating Authority for Motor Carriers

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

WORKERS' COMPENSATION COMMISSION

JOHN J. JOLICOEUR, Executive Secretary

Central Office: *Telephone:* 289-3751
Location: State Office Bldg., Augusta *Floor:* 7
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1916 *Sunset Termination Scheduled to Start by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 90; *Unit:* 351; *Unit Citation:* 39 M.R.S.A., Sect. 91

Average Count—All Positions: 29 *Permanent Legislative Count:* 30

PURPOSE: The purpose and objectives of the Workers' Compensation Commission are to safeguard the interests of the injured worker in the State of Maine through efficient administration of the Workers' Compensation Act and Occupational Disease Law. The Commission is responsible for general administration of the State Workers' Compensation Act and Occupational Disease Law, with powers to make rules and regulations consistent with the Act and other laws of the State, and to prescribe forms and make suitable orders as to procedure, adapted to secure a speedy, efficient and inexpensive disposition of all proceedings. In interpreting the Act, the Commission is directed to construe it liberally with a view to carrying out its general purpose and objectives.

ORGANIZATION: The Industrial Accident Commission, established in 1916, originally consisted of three members, including the Commissioners of Insurance and Labor and Industry, ex officio. The present Commission consists of four members appointed by the Governor. Said appointments are reviewed by the Joint Standing Committee on Judiciary, and confirmed by the Legislature, for terms of four years, except the chairman, who is appointed for a term of five years.

Effective July 6, 1978, the Legislature changed the Commission's name to Workers' Compensation Commission, and also authorized the increase in the number of the members appointed by the Governor to six. Two members, ex officio, are the Superintendent of the Bureau of Insurance and the Director of the Bureau of Labor. The six members appointed by the Governor must be lawyers and members in good standing of the Maine Bar. The Commission appoints an executive secretary and full or part-time reporters and such clerical assistance as necessary. The Commission also has a Vocational Rehabilitation Counselor who places in training injured workers who cannot return to their normal employment because of disabling injuries.

PROGRAM: The Workers' Compensation Commission has experienced a substantial increase in its workload due to the passage of a mandatory law which became effective on June 28, 1974, and which was passed without funding. The number of First Reports of Injury filed for FY 78 totaled 43,989, and for FY 79 the total was 50,248. The increase between FY 78 and FY 79 amounts to 14%. Agreements processed by the Commission in FY 78 totaled 12,357, and in FY 79 Agreements totaled 13,715, for an increase of 11%. The number of petitions of all kinds filed in FY 78 totaled 3,556, and in FY 79, petitions filed totaled 3,756, amounting to an increase of 6%. The total number of hearings held in FY 78 amounted to 6,364, and in FY 79 the total number of hearings held amounted to 8,461. The percentage increase between FY 78 and FY 79 amounts to 33%.

The Balance of the Second Injury Fund as of June 30, 1979 was $172,398.08.

The following figures should be of interest with respect to Workers' Compensation payment records and contributions to the State's General Fund:

Year	Net Workers' Compensation Premiums Written	Premium Tax Paid to General Fund	Direct Losses Paid
1964	$ 5,617,718	$110,860	$ 3,228,825
1974	30,231,804	592,653	14,305,953
1975	40,491,927	796,644	17,077,067
1976	45,890,018	903,040	21,773,674
1977	52,032,345	1,024,153	28,935,078
1978	(figures are not available)		

Supervision of Loss Payments is another function of the Commission.

LICENSES, PERMITS, ETC.:

Permission to self-insure as an individual and permission to self-insure as a group.

PUBLICATIONS: "Maine Worker's Compensation Act and Occupational Disease Law" booklet is published every other year. (free)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

WORKERS' COMPENSATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	1,222	1,222				
Legislative Approp/Alloc	447,766	447,766				
TOTAL RESOURCES	448,988	448,988				
EXPENDITURES						
Salaries and Wages	315,295	315,295				
State Share of Retirement	36,230	36,230				
Prof. Serv., Not By State	—68	—68				
Travel Expenses, In-State	11,396	11,396				
Travel Expense, Out-State	1,532	1,532				
Operation—State Vehicles	3,153	3,153				
Utilities	8,212	8,212				
Repairs	789	789				
Insurance	9,259	9,259				
General Operating Expense	17,426	17,426				
Other Supplies	5,021	5,021				
Equipment Purchases	11,177	11,177				
TOTAL EXPENDITURES	419,422	419,422				

STATE BOARD OF LICENSURE OF ADMINISTRATORS OF MEDICAL CARE FACILITIES OTHER THAN HOSPITALS

ETHEL C. STOVER, CHAIRMAN

Central Office: *Telephone:* 882-6052
Location: Hodge Street, Wiscasset
Mail Address: P.O. Box 269, Wiscasset, Maine 04578

Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 90; *Unit:* 371; *Unit Citation:* 32 M.R.S.A., Sect. 63

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: It is the purpose of the Board to adopt and amend rules and regulations including but not limited to standards for courses of study for administrators, requirements for the training, experience and qualifications for the licensure of administrators, standards and procedures for the issuance, revocation and suspension of licenses of administrators and for the investigation of written charges and complaints filed with the board relating thereto, and establishment of licensure fees. Furthermore, the board may determine conditions and procedures, or establish rules or regulations, by which it may issue temporary licenses to administrators of medical care facilities other than hospitals. These licenses may be issued for periods of less than one year, and they may not be renewed or reissued beyond this one-year period.

ORGANIZATION: The State Board of Licensure of Administrators of Medical Care Facilities other than Hospitals consists of 8 members appointed by the Governor. The members must be citizens of the United States and residents of the State of Maine. One member is a physician licensed to practice medicine or osteopathy with not less than 5 years of active practice within the State. A second member must be a hospital administrator with not less than 5 years active practice in the State as a hospital administrator. Another member must be a registered nurse with not less than 5 years active practice in nursing homes in the State. Two members are to be representatives of the public. Three members are administrators of medical care facilities other than hospitals with not less than 5 years of active experience in the State.

The term of office of the members is 3 years. A member cannot be appointed for more than 2 consecutive full terms. The board meets at least once each year and at such other times as may be provided by the resolution of the board. A quorum of the board consists of a majority of its members. The board elects a chairman and determines the necessary procedures for the conduct of its business.

PROGRAM: The Board held monthly meetings throughout the year. There have been two written and oral examinations given and licenses granted when all the qualifications have been met. The Board has returned to the 48 continuing education hours every two years to meet the requirements for re-licensure.

The present rules and regulations are in the process of being re-written, to clarify and update, where necessary to meet any new requirements. The approval or denial of Continuing Education Courses for credit has taken a great deal more time than previously anticipated. The Board has received many requests for information on the requirements for temporary licenses, permanent licenses, and reciprocity. All applications were acted on at Board meetings.

LICENSES, PERMITS, ETC.:
License:
- Administrator
- Temporary Administrator

PUBLICATIONS:

Continuing Education Guidelines (free)
Rules, Regulations and Statutes Concerning the Board (free)
Listing of Board Approved Correspondence Courses (free)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF LICENSURE OF ADMINISTRATORS OF MEDICAL CARE FACILITIES OTHER THAN HOSPITALS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	18,381		18,381			
Bal Brt Fwd— Encumbered	3,675		3,675			
Licenses/Permits/Fees/Tax	11,375		11,375			
Fees Charged For Services	950		950			
Adjustment of Balance Fwd	—3,981		—3,981			
TOTAL RESOURCES	30,400		30,400			
EXPENDITURES						
Salaries and Wages	6,120		6,120			
Prof Service, Not By State	3,664		3,664			
Travel Expenses, In-State	1,854		1,854			
Utilities	418		418			
Rents	1,187		1,187			
General Operating Expense	1,015		1,015			
Other Supplies	322		322			
Trans to Gen-Fund Sta-Cap	519		519			
TOTAL EXPENDITURES	15,099		15,099			

STATE BOARD OF EXAMINERS IN PHYSICAL THERAPY

ALAN M. ELKINS, M.D., CHAIRMAN
GEORGE E. SULLIVAN, M.D., Secretary

Central Office: *Telephone:* 873-2184
Location: 100 College Avenue, Waterville
Mail Address: 100 College Avenue, Waterville, Maine 04901

Established: 1955 *Sunset Termination Scheduled to Start by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 90; *Unit:* 393; *Unit Citation:* 32 M.R.S.A., Sect. 3001

Average Count—All Positions: 0 *Permanent Legislative Count:* N.A.

NOTE: Effective September 14, 1979, the officers, location, mail address and telephone number noted above changed as did the organization of the Board described below. For information, please contact the Department of Business Regulation, Statehouse, Augusta 04333.

PURPOSE: The Board of Examiners in Physical Therapy was established to protect the public through regulation of the practice of physical therapy in the State of Maine so as to maintain high professional standards. The Board is authorized to conduct examinations of candidates for licensure as physical therapists; to verify credentials of applicants; to issue licenses to practice; to maintain a roster of licensed physical therapists; to establish standards of practice; to conduct hearings and investigations upon receipt of complaints pertaining to physical therapy;

to institute disciplinary in the form of probation or censure, or report its findings to the Administrative Court for suspension or revocation of licensure.

The Board also is authorized to certify the credentials of, examine and certify Physical Therapy Aides.

ORGANIZATION: The Board of Examiners in Physical Therapy, established in 1955, consists of members of the Board of Registration in Medicine together with two physical therapists appointed by the Governor from a list of three nominated by the Maine Chapter, American Physical Therapy Association, for terms of four years. The Chairman and secretary-treasurer of the Board of Registration in Medicine also serve as chairman and secretary of the Board of Examiners in Physical Therapy.

PROGRAM:

Meetings. The Board of Examiners in Physical Therapy held three meetings during FY 79. One Physical therapy member attended the Section Meeting of Licensure and Regulation of the American Physical Therapy Association (APTA) Conference in Chicago. Highlights of the program included presentations on continuing education for relicensure, licensure of foreign trained physical therapists and revisions to the APTA Model Practice Act. A public hearing was held for the promulgation of rules and regulations for physical therapists.

Licensure. The licensing examination utilized by the Board is the nationally accepted examination for Physical Therapy developed by the Professional Examination Service (PES) and the American Physical Therapy Association. Two examinations were conducted by the Board this year; ten candidates were admitted and passed the examination. Furthermore, thirty additional applicants were granted licensure on the basis of endorsement for a total of forty physical therapists licensed during FY 79.

Notices of renewal were mailed to 293 registrants; 276 renewals were completed, 5 requested withdrawal and 12 licenses lapsed for failure to renew. On June 30, 1979 Board records showed 294 physical therapists licensed in the State of Maine: 242 Maine residents; 52 out-of-state residents. Three physical therapy aides also were examined and certified for a total of 174 aides certified by the Board thus far.

Legislation. L.D. 1664, An Act to Revise the Physical Therapy Practice Act, was enacted by the 109th Legislature as P.L. 555. It provides for the transfer of the Board of Examiners in Physical Therapy to the Department of Business Regulation, reorganizes the membership of the Board, provides for an increase in application and renewal fees, revises the definition of physical therapy and provides for licensure of physical therapy assistants.

Other activities. In addition to routine activities, the Board developed and adopted rules and regulations, assisted in the revision of the Physical Therapy Practice Act, initiated one investigation and referred to the Department of the Attorney General another investigation of reports concerning unlicensed persons practicing physical therapy in the State of Maine.

LICENSES, PERMITS, ETC.:

License to Practice Physical Therapy
Certificate of Annual Registration
Certificate of Physical Therapy Aide

PUBLICATIONS:

Roster of Physical Therapists Licensed in the State of Maine
Roster of Physical Therapy Aides registered in Maine

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF EXAMINERS IN PHYSICAL THERAPY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	4,963		4,963			
Licenses/Permits/Fees/Tax	1,388		1,388			
Fees Charged For Services	2,702		2,702			
Transfers—Non-Federal $	—774		—774			
TOTAL RESOURCES	8,279		8,279			
EXPENDITURES						
Salaries and Wages	685		685			
Prof Service, Not By State	638		638			
Other Prof Serv, By State	25		25			
Travel Expenses, In-State	579		579			
Travel Expense, Out-State	285		285			
Utilities	104		104			
General Operating Expense	754		754			
Trans. to Gen.-Fund Sta-Cap	253		253			
TOTAL EXPENDITURES	3,323		3,323			

PLUMBERS' EXAMINING BOARD

DONALD C. HOXIE, EXECUTIVE OFFICER
PHYLLISMAE VIOLETTE, Secretary

Central Office: *Telephone:* 289-3826
Location: 157 Capitol St., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Sunset Termination Scheduled to Start by: June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 90; *Unit:* 395; *Unit Citation:* 32 M.R.S.A., Sect. 3401

Average Count—All Positions: 2 *Permanent Legislative Count:* 1

PURPOSE: To preserve and protect the health of the people of the State of Maine by insuring the existence of adequate and high quality plumbing and sewage disposal installations, the Board is empowered to examine and license persons performing plumbing in the State of Maine; to appoint and remove such employees as deemed necessary to carry out the intent of the Legislature; and to investigate all complaints in cases of plumbing without a license as well as other related problems.

ORGANIZATION: The Board functions through the Department of Human Services and directly through the Director of the Division of Health Engineering who serves as Executive Officer. The Board consists of the Executive Officer, one Journeyman Plumber, one Master Plumber and a consumer. They attend two meetings a year to go over the upcoming exams and make changes. They also give examinations three times a year.

PROGRAM: It is assumed that by examination and licensing plumbers, a class of artisans will be developed that will result in a reduced health hazard by proper installation of plumbing. In FY 79, two examinations were held for Journeyman and Master Plumbers. A total of 243 persons were examined, 111 passed. Two complaints were registered for investigations relating to licensing. During the year there were 190 trainee registrations, and 99 apprentices registrations making a total of 289 registrations. Furthermore, 83 Corporation licenses, 1,037 Master licenses, and 621 Journeyman licenses were issued.

LICENSES, PERMITS, ETC.:

- License:
  - Corporation
  - Journeyman
  - Master
- Certification:
  - Soil Investigators
  - Local Plumbing Inspector
- Registration:
  - Trainee Plumber
  - Apprentice

PUBLICATIONS:

- List of licensed Master and Journeyman plumbers (free)
- Rules and Regulations (free)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PLUMBERS' EXAMINING BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	46,107		46,107			
Licenses/Permits/Fees/Tax	110,849		110,849			
Fees Charged For Services	4,277		4,277			
Adjustment of Balance Fwd	4		4			
TOTAL RESOURCES	161,237		161,237			
EXPENDITURES						
Salaries and Wages	23,596		23,596			
State Share of Retirement	2 580		2,580			
Travel Expenses, In-State	271		271			
Operation—State Vehicles	3		3			
Utilities	26		26			
Rents	1,287		1,287			
Insurance	749		749			
General Operating Expense	5,167		5,167			
Other Supplies	1,227		1,227			
Trans to Gen-Fund Sta-Cap	873		873			
TOTAL EXPENDITURES	35,779		35,779			

BOARD OF CERTIFICATION
(Water Treatment Plant Operators)

EARLE TARR, CHAIRMAN
GERALD BATES, Secretary

Central Office: *Telephone:* 289-3826
Location: 157 Capitol St., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 90; *Unit:* 429; *Unit Citation:* 22 M.R.S.A., Sect. 2624

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The board attempts to determine the competency of individuals responsible for the operation of public water systems within the State.

This determination of competency is made by securing information from sources, such as the Association Boards of Certification, other states; meetings to discuss the information, the development of examinations in writing, orally, and by demonstration. Certificates of Acceptance are issued for 6 classes of water operator, renewal licenses are issued for previously certified operators, records are maintained for annual fees, discontinuance of licenses, applications for license, requests for examinations, notifications of status, examination and fees, and hold hearings to determine competency of operator.

ORGANIZATION: The Governor appoints 5 persons as follows: two operators who are certified as to competency under the law, with one of these holding a certificate of the highest classification issued by the board; one person from the Department of Human Services, as the commissioner may recommend; one person who shall be a water utility management representative; and one person who is an educator whose field of interest is related to water supply.

Each member of the board, with the exception of the ex officio member from the Department of Human Services, is appointed for a 3-year term. Vacancies are filled by appointment of the Governor for unexpired terms.

A chairman is annually elected from the membership of the Board. The Department of Human Services representative of the board serves as secretary of the board and is responsible for maintaining records and providing administrative support.

PROGRAM: The function of the Board is to determine the ability of water utility employees for the purpose of licensing. Each public water utility in the state by statute must have a licensed operator. Two examinations are held each year. About one half of those examined receive a classification level. Four hundred and three (403) operators are presently certified.

LICENSES, PERMITS, ETC.:
Certificate:
Water Certification

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF CERTIFICATION (Water Treatment Plant Operators)	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
RESOURCES						
Legislative Approp/Alloc	2,300	2,300				
TOTAL RESOURCES	2,300	2,300				
EXPENDITURES						
Prof Service, Not By State	152	152				
Travel Expenses, In-State	421	421				
General Operating Expense	1,066	1,066				
Other Supplies	379	379				
TOTAL EXPENDITURES	2,018	2,018				

BANKING ADVISORY BOARD

H. DONALD DeMATTEIS, CHAIRMAN

Central Office: *Telephone:* 289-3231
Location: Hallowell Annex, Central Building, Hallowell
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by::* June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 92; *Unit:* 368; *Unit Citation:* 9-B M.R.S.A., Sect. 216

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The main purpose of the Bank Advisory Board is to advise and consult with the Superintendent of the Bureau of Banking within the Department of Business Regulation concerning regulation, supervision and structure of financial institutions.

ORGANIZATION: The Banking Advisory Board is in the Department of Business Regulation within the Bureau of Banking. The Board consists of the Superintendent, who is Chairman of the Board, and no less than 9 nor more than 15 appointed members. Membership on the Board must include persons associated with representative financial institutions and members of the general public.

The members of the Board serve without compensation but are reimbursed for their actual expenses incurred in the performance of official duties.

PROGRAM: During FY 1979, the Banking Advisory Board was inactive, and had no meetings. There are no appointees to the Board.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit, by administrative decision, are included with those of the Bureau of Banking.

COUNCIL OF ADVISORS ON CONSUMER CREDIT

ROBIE M. LISCOMB, CHAIRMAN

Central Office: *Telephone:* 289-3731
Location: Hallowell Annex, Central Bldg., Hallowell
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 92; *Unit:* 435; *Unit Citation:* 9A M.R.S.A., Sect. 6.301

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The council advises and consults with the administrator of the Bureau of Consumer Protection concerning the exercise of his powers under the law and may make recommendations to him. Members of the council may assist the administrator in obtaining compliance with the law.

ORGANIZATION: The Council of Advisors on Consumer Credit consists of 12 members, who are appointed by the Governor. One of the advisors shall be designated by the Governor as chairman. In appointing members of the council, the Governor must seek to achieve a fair representation from the various segments of the consumer credit industry and the public. The term of office of each member of the council is 4 years. A member chosen to fill a vacancy arising otherwise than by expiration of term is appointed for the unexpired term of the member whom he is to succeed. A member of the council is eligible for reappointment.

Members of the council serve without compensation but are entitled to reimbursement of expenses incurred in the performance of their duties.

PROGRAM: The Council was appointed by the Governor and activated early in 1977. The Council met once during FY 79 and discussed the Maine Consumer Credit Code and proposed legislation. Effective promotion of consumer education was also a primary area of discussion for the Council.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Consumer Protection.

MAINE SMALL BUSINESS LOAN AUTHORITY BOARD

HANSON RAY, CHAIRPERSON
ROBERT G. O'MALLEY, Director Business Loans

Central Office: *Telephone:* 289-2094
Location: 193 State St., Augusta
Mail Address: Statehouse, Augusta, Maine 04333
Established: October 1977 *Sunset Review:* Not Established
Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 94; *Unit:* 167; *Unit Citation:* 5 M.R.S.A. Sect. 8004
Average Count—All Positions: 0 *Permanent Legislative Count:* 2

PURPOSE: The Maine Small Business Loan Authority Board was established to administer the Maine Small Business Loan Act. This Act was designed to insure small business loans made to Maine residents thus fostering small business development and increased economic and employment opportunities in Maine. The Board is authorized to insure the payment of up to 80% of eligible projects which include: any lands, buildings, real estate improvements or machinery and equipment, merchandise and stock with auxiliary real and personal property that are used by an industrial, manufacturing, fishing or agricultural enterprise, sales and service, or both for the manufacturing, processing assembling or preparing for market of raw materials or other products, or for the purposes of research and development for such enterprises.

The ultimate purpose of the Board is to enable Maine residents to start small businesses by insuring their loans. This purpose shall be primarily implemented through the Loan Insurance Fund.

ORGANIZATION: The Maine Small Business Loan Authority Board is established as a body corporate and politic consisting of 9 members including the Director of the State Development Office and 8 members at large appointed by the Governor for a period of 4 years. The Board elects a chairman, vice-chairman, and treasurer, from its membership, and employs a manager who shall be the secretary. The treasurer and the secretary must be bonded as the Board directs. The manager is appointed by the Governor with the consent of a majority of the Board and tenure is at the pleasure of the Governor.

PROGRAM: After its first year of operation, the Maine Small Business Loan Authority Board approved loans totaling $326,000. This was accomplished through various banks throughout the State. The businesses approved represent a broad diversification of small business. Examples are: a grocery store, a saw mill, an engineering company, a retail fish market, and others.

The Board has had several situations where a loan has been shared equally with the Maine Veterans Small Business Loan Authority. This program has not incurred any loan losses during its first year of operations.

PUBLICATIONS: Fact sheet which details how a person should apply for a loan.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE SMALL BUSINESS LOAN AUTHORITY BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	100,000					100,000
Interest/Investment/Rents	9,047					9,047
Fees Charged For Services	1,475					1,475
TOTAL RESOURCES	110,522					110,522
EXPENDITURES						
Salaries and Wages	18,152					18,152
State Share of Retirement	1,977					1,977
Prof Service, Not By State	110					110
Travel Expenses, In-State	1,629					1,629
Utilities	489					489
Rents	1,003					1,003
Insurance	374					374
General Operating Expense	200					200
Other Supplies	213					213
Depreciation	117					117
Equipment Purchases	172					172
Trans. to Gen. Fund Sta-Cap	663					663
TOTAL EXPENDITURES	25,099					25,099

MAINE BLUEBERRY COMMISSION

CHARLES STEWART, III, CHAIRMAN
EDWARD H. PIPER, Secretary

Central Office: *Telephone:* 581-7422
Location: 6 Winslow Hall, UMO, Orono
Mail Address: 6 Winslow Hall, UMO, Orono, Maine 04469

Established: 1977 *Sunset Termination Scheduled to Start by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 94; *Unit:* 294; *Unit Citation:* 36 M.R.S.A., Sect. 4312-B

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Maine Blueberry Commission was established to conserve and promote the prosperity and welfare of the blueberry industry of the State of Maine by conducting scientific investigations and extension work relating to the production, processing and marketing of Maine blueberries. The primary responsibility of the Commission is to promote programs of research, extension and promotion of Maine wild blueberries. Funds to support this activity are derived from a tax on all blueberries grown, purchased, sold, handled or processed in the State.

ORGANIZATION: The Blueberry Tax is one of the State's "industry" taxes, originally enacted in 1945 as a "grower's tax," with revenues dedicated to the Maine Agriculture Experiment Station and the Agricultural Extension Service of the University of Maine.

The Blueberry Tax law was amended in 1971 to provide an additional "processors' tax" to be administered by Blueberry Industry Advisory Board. The 108th legislature of 1977 renamed this organization as the Maine Blueberry Commission. The Commission is comprised of 5 members appointed by the Commissioner of Agriculture. The Commission elects a chairman from among its members and is authorized to appoint administrative personnel.

Funds generated by the "processors' tax" may be used for any research, educational development, or promotional activities authorized by the Commission for the benefit of the blueberry industry.

In practice, the Commission has appointed as its administrative secretary an officer of the University of Maine who also serves as secretary to the University of Maine Blueberry Advisory Committee. This arrangement provides coordination between the two operations of the Blueberry Tax program.

PROGRAM: Principal efforts of the Maine Blueberry Commission have been to support an advertising program for blueberries through the North American Blueberry Council and to support the research and extension programs at the University of Maine. See the report of the University of Maine Blueberry Advisory Committee for more details.

PUBLICATIONS: See report of University of Maine Blueberry Advisory Committee.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE BLUEBERRY COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	53,626		53,626			
Licenses/Permits/Fees/Tax	69,404		69,404			
TOTAL RESOURCES	123,030		123,030			
EXPENDITURES						
General Operating Expense	374		374			
Grants to Pub. & Priv. Orgs.	52,146		52,146			
Transfer to General Fund	286		286			
Trans. to Gen.-Fund Sta-Cap	1		1			
TOTAL EXPENDITURES	52,807		52,807			

MAINE GUARANTEE AUTHORITY

THOMAS E. NEEDHAM, CHAIRMAN
PHILIP G. CLIFFORD, 2nd, Manager

Central Office: *Telephone:* 289-3095
Location: 83 Western Ave., Augusta *Floor:* 2
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 94; *Unit:* 332; *Unit Citation:* 10 M.R.S.A., Sect. 751

Average Count—All Positions: 5 *Permanent Legislative Count:* 0

PURPOSE: The Maine Guarantee Authority was established to promote and encourage the development and expansion of industrial, manufacturing, fishing, agricultural and recreational enterprises within the State of Maine. The Authority currently administers four financial assistance programs designed to accomplish this purpose. These are: (1) The Community Industrial Building Program, a loan program to assist in the construction of community industrial buildings in planned industrial parks within the State; (2) the Maine Guarantee Authority Act, a mortgage guarantee program which permits percentage guarantees of first mortgage loans made for the aforementioned enterprises; (3) the Maine Guarantee Authority Revenue Obligation Securities Act, a program which permits the issuance of revenue bonds by the Authority for the purpose stated above; and (4) the Municipal Securities Approval Act, a program which permits municipalities to issue revenue bonds for the same reason.

ORGANIZATION: The Maine Guarantee Authority is a body corporate and politic and a public agency and instrumentality of the State of Maine. It consists of ten members. These members are: The Director of the State Development Office, the Treasurer of the State and eight members at-large appointed by the Governor subject to review by the Joint Standing Committee on State Government and confirmation by the Legislature. Each member-at-large serves for a term of four years. A manager is appointed by the Authority to direct and supervise its administrative and technical activities. The Authority is a self-supporting agency that receives its operating funds from mortgage insurance fees and service and application fees. It is not supported by legislative appropriations.

PROGRAM: One new guarantee was issued in 1978. This guarantee was executed in conjunction with a guarantee by the Small Business Administration to permit the purchase of the Youth and Wood Products Division of the Gladding Corporation by the former management of that division.

Seven projects, Bridgton Knitting Mills, Inc., Bridgton; Casco Printing Co., Portland; Dexter Shoe Company, Newport; G.H. Bass & Co., Wilton; Guilford Industries, Inc., Guilford; Patten Pond KOA, Ellsworth; and the Golden Anchor, Inc., Bar Harbor, either retired loans which had been guaranteed by the Authority or refinanced their operation so that assistance by the Authority was no longer necessary.

Of the five projects operating under the protection of the Chapter XI Bankruptcy Act on June 30, 1978, only two, Cyr Bros. Meat Packing, Inc., Caribou and Bonnar-Vawter, Incorporated, Rockland, are still operating under the protection of the Court. American Kitchen Foods, Inc., Caribou (now Northern Processors, Inc.) was reorganized under the Act and continues to operate as a potato processor. McAuley Textile Corporation, Ellsworth, closed its doors and the property was sold at public auction. The case involving Triple A Sugar Corporation, Easton, is still in litigation. All of its assets, however, were sold at public auction in October. All that remains to be decided is the disposition of the proceeds of the auction.

Efforts continued in the task of reviewing and evaluating the defaulted loans. Substantial progress was made as evidenced by the reduction in the amount of these loans from over $15,000,000 to $5,000,000.

Eight new municipal revenue bond issues were approved during the year, bringing the total amount of issues approved since the inception of the program in 1966 to over $400,000,000.

Industrial Guarantees

Name	Location	Maximum Guarantee Amount	Effective Date	Guarantee Percentage	June 30, 1979 Balance
A.C. Lawrence Leather Co., Inc.	South Paris	$ 675,000	3/ 5/76	90%	$ 599,171.35
AKF Foods, Inc.	Caribou	3,300,000	4/15/69	100%	897,497.24
Andrews Enterprises, Inc.	Kennebunk	405,000	9/16/74	100%	348,954.07
Bonnar-Vawter, Incorporated	Rockland	450,000	4/18/76	90%	363,521.43
Boulette Lumber Company, Inc.	Greenville	1,024,500	3/31/77	75%	895,236.56
Congress Sportswear Company, Inc.	Bath	303,040	1/29/65	100%	116,839.49
Cooper-Weymouth Maine, Inc.	Clinton	227,425	8/20/68	100%	42,237.50
Cyr Bros. Meat Packing, Inc.	Caribou	1,350,000	12/22/75	90%	1,300,468.73
Edwards Mfg. Co., Inc.	Augusta	1,800,000	2/ 9/73	94.74%	632,929.75
First Hartford Realty Corporation	Waterville	4,150,000	12/15/72	100%	3,338,702.95
First Hartford Realty Corporation	Waterville	450,000	10/25/74	90%	413,497.39
General Electric Company	Auburn	460,000	1/ 2/63	100%	250,568.59
Hallowell Shoe Company	Augusta	680,000	6/30/66	100%	309,490.83
Hancock-Ellsworth Tanners, Inc.	Hancock	682,422	10/ 4/61	100%	125,786.43
Hoerner Waldorf Corporation	Waterville	204,000	8/ 4/64	100%	72,398.05
Joseph M. Herman Shoe Company, Inc.	Scarborough	557,300	10/ 1/60	100%	82,959.19
L.S. Thorsen Corporation	Hancock	90,000	12/29/59	100%	1,228.73
Lewiston Shoe Machinery Co., Inc.	Lisbon	226,800	12/30/76	80%	201,417.59
Lynn-Flex Industries, Inc.	Saco	588,000	10/ 1/62	100%	144,149.21
McCain Foods, Inc.	Easton	2,368,800	8/ 1/61	100%	399,058.97
McCain Foods, Inc.	Washburn	1,534,500	3/31/77	75%	1,467,982.18
Nor'east Wood Products, Inc.	Wiscasset	396,000	11/20/75	90%	360,705.48
Paris Manufacturing Corporation	South Paris	900,000	9/14/78	90%	887,523.05
Saco Tanning Corporation	Saco	2,220,818	7/31/75	95%	1,723,686.91
Viner Brothers, Inc.	Bangor	832,500	7/11/75	90%	721,578.83
Volk Packaging Corporation	Biddeford	288,000	8/ 1/68	100%	133,508.45
W. H. Nichols Company	Portland	1,350,000	1/ 2/76	90%	1,298,592.92
Wendall W. Shaw	Fort Fairfield	79,150	10/10/67	100%	22,740.82
Sub-Total: Guarantees Outstanding					$17,152,432.69
Bonds Outstanding					8,200,500.00
Available for New Projects					14,647,067.31
GRAND TOTAL					$40,000,000.00

RECREATIONAL GUARANTEES

Name	Location	Maximum Guarantee Amount	Effective Date	Guarantee Percentage	June 30, 1979 Balance
Friendship Motor Inn	Old Orchard Beach	$ 500,000	5/15/70	100%	$ 369,573.75
Hyde School Tennis Court	Bath	270,000	11/ 1/69	100%	183,820.92
Indoor Tennis	Bangor	157,500	10/ 1/69	100%	130,175.64
Katahdin Shadows KOA	Millinocket	145,000	12/31/73	100%	94,250.14
Kimball Terrace Motor Inn	Northeast Harbor	473,000	9/29/71	100%	314,498.09
Landmark Motor Inn	Pittsfield	155,000	10/ 1/70	100%	118,198.46
Nautilus Motel & Restaurant	Kennebunk	182,899	8/15/67	100%	100,588.97
Pierce's Marine Service, Incorporated	Boothbay Harbor	125,000	11/27/68	100%	53,156.18
Port Harbor Marine, Inc.	South Portland	60,200	11/28/67	100%	34,774.40
Sebago Marine, Inc.	East Sebago	67,000	9/17/68	100%	41,938.51
Sugarloaf Mountain Corporation	Kingfield	2,533,102	12/11/75	100%	2,318,848.69
The Cliff House and Motels, Inc.	York	597,330	1/13/77	90%	553,741.08
The Five Seasons, Incorporated	Mt. Vernon	225,000	4/13/73	100%	209,000.00
The Waverly Motel	Old Orchard Beach	225,000	2/ 5/69	100%	123,750.00
Sub-Total: Guarantees Outstanding					$ 4,646,314.83
Bonds Outstanding					3,462,550.00
Available for New Projects					8,891,135.17
GRAND TOTAL					$17,000,000.00

MUNICIPAL SECURITIES APPROVALS
July 1, 1978 to June 30, 1979

Municipality	Tenant	Amount Approved	Date of Approval	Bond Purchaser	Amount Interest Rate
Westbrook	Maine Rubber International	$ 1,300,000	6/78	Northeast Bank of Westbrook	5.5%
Vassalboro	Duratherm Window Corp.	650,000	9/78	Depositors Trust Company	6.5%
Rockland	Van Baalen Pacific Corp.	350,000	9/78	Camden National Bank	6.75%
Lewiston	Jones & Vining of Maine, Inc.	1,200,000	9/78	Northeast Bank of Lewiston	7.0%
Eastport	Guilford Industries, Inc.	875,000	11/78	Merrill Trust Company	7.5%
E. Millinocket	Great Northern Nekoosa Corp.	35,000,000	1/79	Goldman, Sachs, and Company	8.0%
Lewiston	American Stablis Inc.	255,000	4/79	Depositors Trust Company	7.5%
Gorham	Henry L. Hanson, Inc.	1,100,000	5/79	Northeast Bank of Westbrook	floating

FINANCIAL SUMMARY
July 1, 1978 to June 30, 1979

Industrial Building Mortgage Insurance Fund		
Balance Available 7/1/78	$ 342,277.82	
Receipts	1,645,116.21	
	$1,987,394.03	
Disbursements	1,304,168.36	
		$ 683,225.67
Recreational Project Mortgage Insurance Fund		
Balance Available 7/1/78	$ 467,071.13	
Receipts	473,131.56	
	$ 940,202.69	
Disbursements	578,335.21	
		361,867.48
Municipal Securities Act		
Balance Available 7/1/78	$ 1,500.00	
Receipts	48,189.69	
	$ 49,689.69	
Disbursements	-0-	
		49,689.69
Community Industrial Building Fund		
Balance Available 7/1/78	$ 277,078.26	
Receipts	28,988.75	
	$ 306,067.01	
Disbursements	6,559.30	
		299,507.71
Revenue Bonds		
Balance Available 7/1/78	$ —0—	
Receipts	100.00	
	$ 100.00	
Disbursements	232.21	
		(132.21)
Total Cash Balance Available June 30, 1979		$1,394,158.34

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE GUARANTEE AUTHORITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	1,184,524					1,184,524
Interest/Investment/Rents	283,152					283,152
Fees Charged For Services	759,235					759,235
TOTAL RESOURCES	2,226,911					2,226,911
EXPENDITURES						
Salaries and Wages	69,108					69,108
State Share of Retirement	6,916					6,916
Prof Service, Not By State	86,411					86,411
Travel Expenses, In-State	8,074					8,074
Travel Expense, Out-State	51					51
Utilities	3,856					3,856
Rents	10,781					10,781
Repairs	157					157
Insurance	1,513					1,513
General Operating Expense	834,884					834,884
Other Supplies	2,739					2,739
Trans. to Gen.-Fund Sta-Cap	1,137					1,137
TOTAL EXPENDITURES	1,025,627					1,025,627

MAINE SARDINE COUNCIL

JAMES L. WARREN, EXECUTIVE SECRETARY

Central Office: *Telephone:* 989-2180
Location: 470 North Main Street, Brewer
Mail Address: P.O. Box 337, Brewer, Maine 04412

Established: 1951 *Sunset Termination Scheduled to Start by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 94; *Unit:* 414; *Unit Citation:* 36 M.R.S.A., Sect. 4693

Average Count—All Positions: 7 *Permanent Legislative Count:* N/A

PURPOSE: The Maine Sardine Council was established to promote, develop and stabilize the Maine sardine industry. Its primary responsibilities are to foster and promote better methods of production, packing, merchandising and advertising in the industry through publicity, sales promotion, quality control, export market expansion, market and technical research and development, cooperation and joint projects with state and federal agencies and national and international trade and service organizations, plus other related activities; and to staff and maintain headquarters, purchase necessary supplies and equipment, and employ contractors for various services as deemed prudent. Rather than employ a sizable staff, it has been the policy of the Council to engage high-level contractors for all but routine activities.

ORGANIZATION: In 1951, Maine sardine canners requested the Legislature to tax them at the rate of 25 cents a standard case to provide the industry, made up mostly of small firms, with much needed services that could be financed only on a cooperative basis. The Maine Sardine Council, made up of seven active canners appointed by the Commissioner of Sea and Shore Fisheries (now Commissioner of Marine Resources) to serve five-year terms, was established. The Council was charged with responsibility for administering the various programs and allocating tax funds in conformance with general State fiscal and contractual regulations. An office was established in Augusta, and in 1955, the Council was expanded to include a rented Quality Control and Research Laboratory at Bangor. In 1958, the purchase of a building in Brewer to house this activity was implemented. In 1976 the Council office was consolidated with the Quality Control and Research Laboratory building at Brewer, Maine. All funds derived from the sardine tax are collected by the State Tax Assessor and earmarked for Council programs. Unexpended balances are carried over from year to year.

PROGRAM: Most of the activities of the Maine Sardine Council were pursued during FY 79 with varying degrees of emphasis as requirements and funds would permit. Since 1960, the industry has been faced with a declining supply of fish for canning, and therefore, tax income has decreased accordingly. It has been most difficult to do short-term and almost impossible to do long-term planning due to the continuous uncertainty of fish supply and income. Where the Maine Sardine Council's tax income prior to 1961 averaged from $500,000 to $600,000 a year, presently it can be projected to a maximum of approximately $250,000 barring an unexpected, but much needed and hoped for, improvement in fish supply. Major items of expense have included financing of the Quality Control and Research Laboratory at Brewer, development of programs to meet State and federal requirements for pollution control, plant safety, U.S. Food and Drug Administration's inspection regulations and related problems. Sales promotion and merchandising activities were greatly reduced, with publicity being the only semi-major expenditure along these lines. Former active market-consumer research programs have necessarily been curtailed to a mere holding action while the financing of any worthwhile advertising is not possible.

Considerable staff time was devoted to representing the industry's interest in international negotiations for conservation and management of the herring fisheries resource, on sardine standards and tariffs and trade.

Fisheries Conservation and Management Act. With the enactment of the Fisheries Conservation & Management Act (the 200 Mile Limit Bill), much of the staff time has been devoted to representing the Industry at the New England Regional Fisheries Management Council meetings and the Herring Oversight Committee meetings. The purpose of these meetings has been to help formulate the Fisheries Management Plan for Herring, which forms the raw material for the Sardine Industry. Also, during the year, considerable time has been spent in representing the Industry at the U.S.—Canadian Boundary/Fisheries Negotiations. These negotiations have been going on at irregular intervals throughout the year. The two Governments have negotiated fisheries and boundaries treaties and these are currently awaiting ratification by the U.S. Senate. The terms of the Fishery Treaty are favorable to the Maine Herring Industry.

Sardine Industry. The Sardine Industry experienced increased demand for its products during 1978. The pack of Maine sardines for the 1978 season was slightly higher than the level of the previous few years. This is an encouraging sign to the industry, but a high percentage of the raw material still has to come from Canadian-caught fish. With the enactment of the Fishery Management Plan for herring by the New England Regional Council and corresponding herring regulations for Maine's territorial waters, the Industry is hopeful that the fish stocks can be rebuilt over the next few years, so that the Industry will not be so dependent on Canadian-caught fish, and can also return to its higher production and management levels.

PUBLICATIONS:

Comic Book "Ricky and Debbie in Sardineland" free
"Maine Sardine Recipes" free

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE SARDINE COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	234,603		234,603			
Bal Brt Fwd— Encumbered	26,544		26,544			
Licenses/Permits/Fees/Tax	272,887		272,887			
Fees Charged For Services	277		277			
Transfers—Non-Federal $	−25,000		−25,000			
TOTAL RESOURCES	509,311		509,311			
EXPENDITURES						
Salaries and Wages	81,317		81,317			
State Share of Retirement	9,518		9,518			
Prof Service, Not By State	55,157		55,157			
Other Prof. Serv., By State	35,633		35,633			
Travel Expenses, In-State	3,383		3,383			
Travel Expense, Out-State	8,723		8,723			
Operation—State Vehicles	1,011		1,011			
Utilities	6,107		6,107			
Rents	5,847		5,847			
Repairs	1,016		1,016			
Insurance	2,343		2,343			
General Operating Expense	15,620		15,620			
Fuel	681		681			
Other Supplies	17,562		17,562			
Grants to Pub. & Priv. Orgs.	16,215		16,215			
Unemployment Comp Benefit	1,193		1,193			
Equipment Purchases	5,091		5,091			
Transfer to General Fund	3,519		3,519			
Trans. to Gen. Fund Sta-Cap	2,037		2,037			
TOTAL EXPENDITURES	271,973		271,973			

THE MAINE CAPITAL CORPORATION

PHILIP W. HUSSEY, JR., CHAIRPERSON

Central Office: *Telephone:* 622-6345
Location: 1 Memorial Circle, Augusta
Mail Address: 1 Memorial Circle, Augusta, Maine 04330

Established: 1977 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 99; *Unit:* 374; *Unit Citation:* 10 M.R.S.A. Sect. 951

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Maine Capital Corporation was formed under Title 13-A for the purpose of making investments in Maine business firms needing start-up or expansion capital.

ORGANIZATION: The Maine Capital Corporation is being formed as a private investment company, and plans to obtain a license from the Small Business Administration to operate as a Small Business Investment Company (SBIC). As an incentive to mobilize the required capital, a limited income tax credit will be offered to those Maine income taxpayers (individual or corporate) who invest in the Corporation. This credit will be for up to ten percent (10%) of an investor's investment in the corporation each year for five years, or a maximum of fifty percent (50%) of the investment, provided the credit never exceeds fifty percent (50%) of the individual's or corporation's Maine income tax liability.

The Maine Capital Corporation will have all the general powers of business corporations enumerated in Title 13-A, Section 202, except for several provisions designed to safeguard the public interest. These include provisions which:

1. Restrict the investments of the Corporation (from paid-in capital and retained earnings) to Maine businesses only.
2. Limit the maximum amount of any one investment to $200,000.
3. Limit the stock any one investor can hold in the Corporation to $100,000.
4. Require an audited financial statement to be made public.
5. Prohibit any distribution of earnings for five years (the duration of the tax credit). After five years dividends would be limited to a *maximum* of fifty percent (50%) of retained earnings, with the balance being reinvested in Maine businesses.
6. Prohibit the Corporation from investing in any firm in which a person or corporation owning common stock of the Maine Capital Corporation holds over a 25 percent interest.

The Maine Capital Corporation is controlled by a nine person board of directors; seven elected by the shareholders (with proportional voting powers) and two appointed by the Governor to represent the public interest of the State. An Organizing Committee of five individuals with a business background, appointed by the Governor, is starting the corporation as specified by the enabling legislation.

PROGRAM: The Organizing Committee of the Maine Capital Corporation was appointed on September 14, 1978. Operating with staff support from the Maine Development Foundation and a $15,000 grant from the New England Regional Commission, the Committee made steady progress toward opening the Maine Capital Corporation for business.

An early agreement was reached with the Maine Development Foundation that the Foundation would provide management and administrative services to the Maine Capital Corporation. Considering its mission to provide investment capital to Maine businesses, an evaluation of establishing the Maine Capital Corporation as a licensed Small Business Investment Company (SBIC), which would enable it to multiply its capital five times through borrowing from the federal government, was undertaken. After a rigorous evaluation, the advantages of operating as an SBIC were affirmed and preliminary discussions were opened with the Small Business Administration.

At year end, operations and investment policies had been adopted; a stock Offering Memorandum was in process; Articles of Incorporation and By-laws had been prepared; and an executive search was underway. Counsel had pointed out the desirability of some legislative clarification which would facilitate operation as an SBIC, so the Corporation had adopted a two-phase start-up strategy which would lead to the Maine Capital Corporation opening as an equity fund (stock investment) in late 1979 and as an SBIC (stock investments and long-term subordinated loans) in 1980, thereby enabling Maine to participate in the SBIC program now operating in all other forty-nine states.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The Maine Capital Corporation received a grant in the amount of $15,000 from the New England Regional Commission to cover certain specified start-up expenses. Additional start-up support was being provided by the Maine Development Foundation on a non-reimbursable basis. At year end, only $1,250 had been expended for consulting fees.

MAINE DEVELOPMENT FOUNDATION

JOHN E. MENARIO, CHAIRMAN
NATHANIEL H. BOWDITCH, President

Central Office: *Telephone:* 622-6345
Location: One Memorial Circle, Augusta
Mail Address: One Memorial Circle, Augusta, Maine 04333

Established: 1977 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 99; *Unit:* 399; *Unit Citation:* 10 M.R.S.A. Sect 916

Average Count—All Positions: 5 *Permanent Legislative Count:* 0

PURPOSE: As specified in its enabling legislation, the Maine Development Foundation has been established to "foster, support and assist economic growth and revitalization in Maine...in complement to and in coordination with the economic development activities of the private sector, community and regional agencies and State government."

As an independent corporation, the Foundation has broad powers it can use in pursuit of this goal. The Foundation is in business to (a) help existing Maine businesses prosper and grow, (b) assist entrepreneurs to establish new enterprises in Maine, and (c) attract additional commerce and industry to Maine. The primary objective of the Maine Development Foundation is to establish a creative partnership of private and public leaders working to generate economic development in Maine.

ORGANIZATION: Enabling legislation (10 M.R.S.A. §915-928) for the Maine Development Foundation was passed by the 108th Legislature and took effect in October, 1977. This legislation established the Foundation as a not-for-profit corporation with important new capabilities for stimulating economic development in Maine.

The Foundation has the powers of a private corporation, which allows the board of directors the freedom to establish and change the activities of the Foundation as it sees fit, pay competitive salaries for accomplished professional staff, and act decisively to take advantage of economic development opportunities. All but two of the Foundation's Board of Directors are elected by contributors to the Foundation. The Board includes both public and private members. This is designed to encourage the active participation of private business and local development interests, and establish the public/private partnership at the board level. This should improve the Foundation's access to the private sector's ability to generate new business activity and help organize public and private resources to stimulate additional business activity in Maine.

The Board of Directors consists of fifteen people: twelve elected by the corporators and two appointed by the Governor. Of these fourteen, seven must come from among the public sector corporators and seven from among the private sector corporators. The president is appointed by the other directors and is the fifteenth director.

The funding provisions for the Foundation encourage the formation of the desired public/private partnership. The Foundation is financed equally by (a) contributions and (b) appropriations from the General Fund. General Fund monies are available only to match contributed funds. The Foundation is dependent on being able to generate contributions, and every contributor has an opportunity to guide the Foundation's work through the Board of Directors. Individuals, corporations, counties, cities, towns, and other organizations can become corporators by contributing to the Foundation. Minimum contributions are $50/year for public corporators and $250/year for private corporators. Therefore, any individual or organization in Maine interested in economic development can help share the activities of the Foundation.

The enabling legislation provided for an organizing committee, to be appointed by the Governor, to be responsible for getting the Foundation started as an operating organization. In January, 1978, then Governor Longley appointed fourteen Maine business, government, and education leaders to the committee. Under the chairmanship of John Menario, President of the Greater Portland Chamber of Commerce, the Foundation operated under the direction of this committee throughout FY 78-79.

PROGRAM: During FY 78-79, the Organizing Committee continued its work to bring the Maine Development Foundation to full-fledged operational status. During the summer of 1978, the Committee completed its search for a President, and Frederick L. Webber took office in this capacity on October 2, 1978.

Over the period October, 1978 to February, 1979, a variety of fund-raising and economic development activities were initiated, only to be interrupted abruptly on February 9, 1979, when Mr. Webber submitted his resignation, citing family health reasons. This turn of events made it necessary for the Organizing Committee to revamp its start-up schedule and conduct another search for a President. This search was successfully concluded on May 29, 1979, by the appointment of Nathaniel H. Bowditch to this position.

The appointment of Mr. Bowditch allowed the committee to return to the economic development mission of the Foundation, and in late June it adopted a seven-point set of short-range operating objectives. These were:

1. *Maine Capital Corporation.* Establish the Maine Capital Corporation as an investment company providing equity and long-term subordinated debt financing for Maine companies.
2. *Industrial/Real Estate Development.* Establish the capability to provide advanced industrial/commercial development assistance, particularly in the area of industrial and commercial real estate development.
3. *Packaging Public/Private Ventures.* Initiate work on at least one major public/private venture. This represents another effort to exploit the public/private partnership. The Foundation will seek out and evaluate projects requiring major public and private commitments for success (e.g., port development, agricultural and marine resources development, paper and wood products development).
4. *Trade Development.* Establish a capability to assist Maine companies to penetrate international markets.

At year-end, a tentative October date had been set for the first meeting of the corporators, to formally elect a Board of Directors.

PUBLICATIONS: *Prospectus,* The Maine Development Foundation—Free

NOTE: The 108th Legislature appropriated a total of $350,000 of non-lapsing funds to the Foundation for use during the 1977-78 and 1978-79 biennium, *on a matching* basis to corporator fiscal support. Only those State funds actually received are shown in the financial statement.

FINANCES, FISCAL YEAR 1979:

MAINE DEVELOPMENT FOUNDATION	General Funds	Other Funds	
REVENUES			
New England Regional Commission Grant		32,671	
Corporator Support (Private & Public)		45,616	
State Matching Funds	45,616		
TOTAL REVENUE			$123,903
EXPENDITURES:			
Personnel Compensation		56,535	
Consultants		8,493	
Communication & Reference		8,445	
Equipment Rental		7,297	
Space Rental		12,217	
Travel		3,892	
General Expenses		7,331	
TOTAL EXPENDITURES			$104,210

MAINE TRUSTEES ADVISORY BOARD (EASTERN STATES EXPOSITION)

CLARENCE F. McKAY, SR., CHAIRMAN

Central Office: *Telephone:* 582-6012
Location: 87 Lincoln Avenue, Gardiner
Mail Address: 87 Lincoln Avenue, Gardiner, Maine 04345

Established: June 15, 1979 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 01; *Umbrella:* 99; *Unit:* 430; *Unit Citation:* 7 M.R.S.A., Sect 403

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Maine Trustees Advisory Board (Eastern States Exposition) was established to advise the Commissioner of Agriculture in his responsibilities for the operation and maintenance of the Maine State Building at the Eastern States Exposition.

ORGANIZATION: The 109th Legislature established the Maine Trustees Advisory Board, by emergency legislation, on June 15, 1979, specifying that the Board shall consist of 5 members, who are not employees of the State of Maine, chosen from Region 1 trustees of the Eastern States Exposition Board of Trustees, representing the various interests of the State. The Region 1 chairman, who shall serve ex officio, names the board members to 5-year terms, except that initially members are named by classes of 1, 2, 3, 4, and 5 years. No member having served a full 5-year term shall succeed himself, and, in case of vacancies, new members will be named by the Region 1 chairman to fill unexpired terms. Should a board member cease to be a Region 1 trustee during his term, his position on the board shall be declared vacant. The chairman of the board is elected from and by its membership.

PROGRAM: The board is to meet at least once a year and at other times as deemed necessary, and upon the call of the commissioner. A full report on the activities of this newly-created board will be forthcoming in the FY 80 edition of this book.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: This unit is not authorized to receive or expend funds.

STATE
POLICY
AREA
02

Education & Culture

Department of Educational and Cultural Services

Maine Maritime Academy
Board of Trustees of the University of Maine

Other Independent Agencies, Boards and Commissions

DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

H. SAWIN MILLETT, JR., COMMISSIONER
RICHARD W. REDMOND, Acting Deputy Commissioner

Central Office: *Telephone:* 289-2321
Location: Education Building, Augusta
Mail Address: Statehouse Complex, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 05; *Unit:* 071; *Unit Citation:* 20 M.R.S.A., Sect. 1

Average Count—All Positions: 853 *Permanent Legislative Count:* 905

Organizational Units:
State Board of Education
State Museum (Bureau)
Maine State Commission on Arts and Humanities
Maine Historic Preservation Commission
Governor Baxter State School for the Deaf
Bureau of Vocational Education
Bureau of School Management
Bureau of Instruction
Maine State Library (Bureau)
Maine Education Council

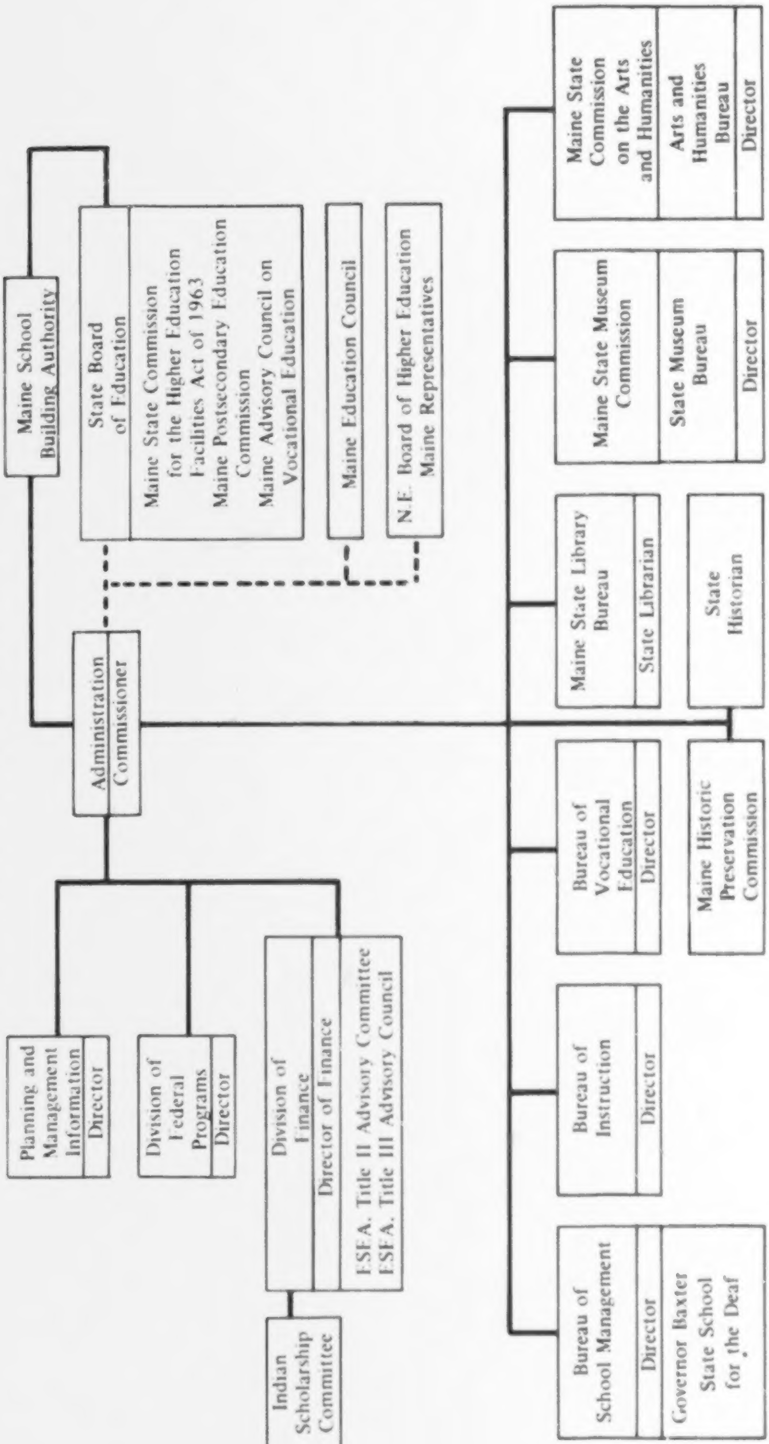
*Since the close of the fiscal year, Harold Raynolds, Jr., has been appointed commissioner.

PURPOSE: The overall emphasis of this agency is to ensure that high quality educational and cultural services are available to all citizens of the State of Maine through comprehensive educational planning and leadership that relates such services to other social, economic, cultural and governmental programs and activities.

The Department of Educational and Cultural Services is authorized to supervise, guide and plan a coordinated system of public education for all Maine citizens; to interrelate public education to other social, economic, physical and governmental activities, programs and services; to provide for a coordinated, integrated system of cultural resources programs and projects; to encourage and stimulate public interest in the advancement of education; to support the cultural and historical heritage, institutions and activities of Maine at both the State and local level; to encourage in-service education and staff development for teachers in cooperation with local school officials; to compile and distribute copies of school laws to municipal and school officers; to prescribe the studies to be taught in the schools; to furnish record books to the school officers of each administrative unit for recording all matters relating to monies appropriated; to control and manage all public schools established and maintained by gifts or bequests; to perform all duties imposed by any charter granted by the Legislature to educational institutions in the State; to report annually to the Governor in the facts obtained from school returns, with recommendations to promote the improvement of public schools; to inspect schools; to issue high school equivalency certificates; to produce or contract for educational television programs; to cooperate with the federal Department of Health, Education and Welfare in carrying out the Bilingual Educational Program Act; to approve schools with out-of-state enrollment; to enter into contracts for vocational education programs; and to certify teachers and other professional personnel for service in any public school in the State or any school that accepts public funds.

ORGANIZATION: The Department of Educational and Cultural Services originated in 1846 with the establishment of the first Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850, and in 1852, County Commissioners of

ORGANIZATION CHART
DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES


Maine School Building Authority
State Board of Education
Maine State Commission for the Higher Education Facilities Act of 1963
Maine Postsecondary Education Commission
Maine Advisory Council on Vocational Education
Maine Education Council
N.E. Board of Higher Education Maine Representatives
Administration
Commissioner
Planning and Management Information
Director
Division of Federal Programs
Director
Division of Finance
Director of Finance
ESEA. Title II Advisory Committee
ESEA. Title III Advisory Council
Indian Scholarship Committee
Bureau of School Management
Director
Governor Baxter State School for the Deaf
Bureau of Instruction
Director
Bureau of Vocational Education
Director
Maine Historic Preservation Commission
Maine State Library Bureau
State Librarian
State Historian
Maine State Museum Commission
State Museum Bureau
Director
Maine State Commission on the Arts and Humanities
Arts and Humanities Bureau
Director

CONSOLIDATED FINANCIAL CHART FOR FY 79
DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	6,915,693	1,550,485	2,158,464		−1,511,437	4,718,181
Bal Brt Fwd— Encumbered	1,974,543	251,606	67,538		1,539,028	116,371
Interest/Investment/Rents	457,372				315,411	141,961
Revenue From Federal Govt	56,279,700		181		56,279,519	
Revenue—Private Sources	334,147		334,147			
Fees Charged For Services	2,048,329		1,385,553		5,043	657,733
Receipts From Other Funds	150,510		77,505			73,005
Sale of Securities	3,045,000					3,045,000
Legislative Approp/Alloc	193,851,864	193,851,864				
Adjustment of Balance Fwd	−124,060	−7,585	−1,771,287		1,654,812	
					−36,893	5,706
Transfers—Non-Federal $	1,078,361	1,019,967	60,000			−1,606
Transfers—Federal $	−27,065		1,038		−28,103	
TOTAL RESOURCES	265,984,394	196,666,337	2,313,139		58,254,273	8,750,645
EXPENDITURES						
Salaries and Wages	11,774,431	8,466,586	345,589		2,962,256	
State Share of Health Ins.	161		−8		169	
State Share of Retirement	1,596,674	1,234,653	45,056		316,965	
Prof Service, Not By State	1,610,599	570,300	402,749		610,325	27,225
Computer Service, By State	191,696	60,260			131,436	
Other Prof.Serv., By State	196	729	45		−578	
Travel Expenses, In-State	191,060	68,606	16,290		106,164	
Travel Expense, Out-State	64,400	14,604	6,807		42,989	
Operation—State Vehicles	199,600	176,758	8,628		14,214	
Utilities	529,740	445,742	11,100		72,898	
Rents	226,445	115,675	20,814		89,956	
Repairs	435,420	205,078	27,249		192,167	10,926
Insurance	302,463	224,155	7,803		69,980	525
General Operating Expense	2,081,668	1,671,264	36,044		374,277	83
Food	293,013	216,975	56,844		19,194	
Fuel	419,066	386,903	8,077		24,086	
Other Supplies	1,419,659	774,247	342,430		302,276	706
Highway Materials	2,685	2,388	297			
Grants to Local Govts.	202,036,725	169,905,534	51,200		30,834,076	1,245,915
Grants to Pub & Priv Orgs	4,897,373	3,562,006	2,750		1,332,117	500
Unemployment Comp Benefit	1,325	95	18		1,212	
Public Assistance Grants	1,499,646	224,065	100,086		1,175,495	
Misc. Grants to Individual	47,406	350			47,056	
Pensions	54,671	44,908	3,372		6,391	
Buildings & Improvements	3,582,446	51,884			1,182,386	2,348,176
Equipment Purchases	598,913	351,450	60,335		127,079	60,049
Structures & Improvements	38,610				35,757	2,853
Debt Retirement, Interest	631,850					631,850
Transfer to General Fund	553,626		−54		553,680	
Trans to Spec Rev Fund	25,000					25,000
Trans to Intragov Fund	85,400	85,400				
Trans to Enterprise Fund	7,109	7,109				
Trans to Trust Fund	20,363,581	6,363,582			13,999,999	
Trans. to Gen.-Fund Sta-Cap	139,902		16,371		123,877	−346
TOTAL EXPENDITURES	255,902,559	195,231,306	1,569,892		54,747,899	4,353,462

Common Schools were established. The County Commissioners were replaced in 1854 by a Superintendent of Common Schools, and in 1869, a new State Board of Education was established, with a membership consisting of the Superintendent and new County Supervisors of Public Schools. In 1872 the Board was again abolished along with the County Supervisors, and public education responsibilities of the State were shifted to the Superintendent who in 1897, became Superintendent of Public Schools and in 1923, Commissioner of Education.

In a major State Government reorganization of 1931, the Department of Education was created to assume the powers and duties formerly assigned solely to the Commissioner of Education, and to supervise State Normal Schools, the Maine State Library (established in 1839) and the State Museum (established in 1919) and to administer the Teachers' Retirement System. In 1939, the Library and the Museum were separated from the Department to become independent agencies of the State, and in 1947, the Teachers' Retirement System was merged with the new State Employees' Retirement System.

The State Board of Education was reestablished in 1949 with greatly expanded powers over the public education activities of the State, including authority to appoint the Commissioner of Education and select personnel of the Department. At this time, the Board also assumed the duties of the Vocational Education Board, originally established in 1917 as the State Board for Vocational Education, and of the State Normal School and Teacher's College Board, established in 1873 as the Board of Trustees of State Normal Schools. In 1961, the Board assumed the duties of the School District Commission which was created in 1957 to develop plans for the establishment of appropriate school districts in the State, and in 1967, normal school and teachers' college functions of the Board discontinued as these institutions became part of the University of Maine system. In 1969, the Vocational Rehabilitation Division, created in 1959 to be under the general supervision of the Board, was transferred to the Department of Health and Welfare.

The powers of the board were further diminished in State Government reorganization of 1971 when the Department of Education became the Department of Educational and Cultural Resources and the authority to appoint the commissioner was transferred from the board to the Governor with the advice and consent of the council. This reorganization also placed several previously independent State agencies within the administrative structure of the Department, including the Maine Education Council (created 1967), the Maine State Commission for the Higher Education Facilities Act of 1963 (created 1967), the Maine Advisory Council on Vocational Education (created 1955), the Maine School Building Authority (created 1951), the Governor Baxter State School for the Deaf (created 1876), the Maine State Commission on the Arts and Humanities (created 1965), the Maine State Library (created 1839) and the State Historian (created 1907).

In additional reorganization in 1973, the Department was renamed Department of Educational and Cultural Services and expanded to include the Maine Historic Preservation Commission (created 1971) and the State Board of Education. The role of the board was changed to be advisory to the Commissioner of Educational and Cultural Services, but with specific powers relative to the organization and administration of the State's public school system, and with responsibility for administration of the federal Higher Education Facilities Act of 1963 and, in 1974, of the Higher Education Act of 1965 through the Maine State Commission for the Higher Education Facilities Act of 1963 and the Maine Postsecondary Education Commission (created 1974) respectively. Also in this reorganization, four agencies transferred to the Department in 1971 were established as statutory bureaus: State Museum (Bureau), Maine State Commission on Arts and Humanities, Maine State Library (Bureau) and Bureau of Vocational Education. Several other subdivisions have been created administratively since 1971 under the commissioner's authority to form such bureaus as he deems necessary to carry out the functions of the Department.

As of January 1, 1977, the Commissioner must be appointed by the Governor after consultation with the State Board of Education as established and is subject to review by the Joint Standing Committee on Education and confirmation by the Legislature.

PROGRAM: The program of the Department for FY 79 has been as follows:

Bureau of Instruction. The Bureau of Instruction has the responsibility, function, and privilege of providing program direction for five divisions which deal with: curriculum development, direction, evaluation, and other topics related to the education of Maine students in grades kindergarten through grade 12; the development and application of teacher education program approval standards; certification, recertification, and placement functions associated with educational personnel; procedures involved with the approval of degree granting institutions; student aid for Maine post-secondary students who meet specific eligibility standards; and negotiations for slots for Maine students matriculating in programs preparing them for practice in professional health care. The goal of this Bureau is to improve the quality of education being offered to our youth at a total annual cost of some $300 million.

The Bureau of Instruction provides administrative direction and support for the following divisions: Division of Higher Education Services; Division of Special Education; Division of Curriculum; Division of Teacher Certification and Placement Services; and Division of Teacher Education Field Services.

Division of Higher Education Services. This Division provides direct services to public, private, and proprietary institutions of higher education in Maine. The Division is mandated to furnish approval procedures for a post-secondary institution in Maine to confer degrees and call itself a college. The Division prepares a report for the State Board of Education, which makes recommendations to the Legislature.

Health Professions Program: The Division administers the Health Professions Program to assist our Maine students to attend a post-graduate school in the health professions field. Qualified Maine students have the guarantee of a selected number of seats at the University of Vermont College of Medicine, the Tufts University School of Medicine, and Dartmouth College for medical students; seats at New England College of Osteopathy for students of Osteopathy; seats at the University of Pennsylvania School of Veterinary Medicine and New York State College of Veterinary Medicine at Cornell University for veterinary students; seats at New England College of Optometry for optometry students; and seats at Tufts University School of Dentistry for dental students. Over 150 Maine students are able to take advantage of this program to the benefit of the State of Maine.

Student Incentive Scholarship Program: The Division also administers the State Student Incentive Scholarship Program (SSISP) to which is added the Federal State Student Incentive Grant Program (SSIGP). This program makes awards to needy Maine students who are attending a Maine post-secondary institution, either public or private, and provides opportunities to those who otherwise would have little chance to share equitably in the advantages of post-secondary education.

The Division administers many Federal Assistance Programs for Maine Post-Secondary Education Institutions which include: Title VI-A Program of Higher Education Act of 1965—grants for Instructional Equipment, Materials, and Closed-Circuit Television; Title VII of the Higher Education Act of 1965—grants for Construction Renovation, Accessibility to the Handicapped, and Energy Conservation; and Federal Student Assistance Program.

The Division also maintains the records of all institutions that have ceased to operate. These records are preserved for historic purposes as well as for availability of students upon request.

Total expenditures for the Division, including both State and Federal funds, for student assistance programs and post-secondary institutional aid totaled over two and one-half million dollars for fiscal year 1978-79.

Division of Special Education. This Division is responsible for the implementation and administration of Title 20, Chapter 404, Maine Revised Statutes as amended, "Exceptional Children." It is also responsible for the administration of federal funds for exceptional children under the Education For All Handicapped Children Act of 1975, as amended.

The Division's services include: consultancies to local educational agencies in the areas of all exceptionalities as defined in Chapter 404; special purpose private school approval and evaluation, contract approval, and individual tuition placement approval; technical assistance and evaluation of all federally funded programs operated by local educational agencies; direct grant awards for programs for exceptional children; teacher training for regular and special educators, administrators, support staff, pupil evaluation teams, and school board members; appeals hearings; review and approval of local special education programs; and statistical information of Special Education.

Program Review and Technical Assistance: Twenty Special Education Program Review site visitations were completed with Action Plans developed. Technical assistance was provided on a regional basis as Program Review visitations were completed in the southern, central, and northern sections of the State. Follow-up visitations to sites visited in previous years resulted in several school administrative units receiving program approval. Changes in state and federal regulations necessitated several school administrative units receive continued conditional approval. Program Review reports are being reviewed to identify non-compliance issues and program recommendations which have statewide significance.

Comprehensive System of Personnel Development (CSPD): In accordance with the Amended Annual Program Plan submitted under Part B of the Education of All Handicapped Children Act, the Division implemented coordinators, components of the Comprehensive System of Personnel Development including establishment of the CSPD Committee of the Maine Advisory Panel on the Education of Exceptional Children, conducted a statewide training conference, and initiated needs assessment data collection procedures. Maine was selected as one of three states in the nation to participate in the National In-Service Network designed to improve in-service programs for regular education personnel. Another major staff development activity included the field testing of the Project STRETCH (Strategies for Training Regular Educators to Teach Children with Handicaps) Educational Television Seminar Series in eleven communities. Preparation activities for seminar leaders, including an evaluation conference, was conducted in Augusta. The response to the Pupil Evaluation Team Handbook necessitated a second printing. Another major publication disseminated was the third revision of the Special Education Regulations and Guidelines. In cooperation with the University of Maine, in-service modules were developed to assist in the management of the Pupil Evaluation Team process.

Childfind Activities: Technical assistance to the six pilot sites selected to initiate and develop local identification processes was continued. Model activities from these communities formed the basis for the *Maine Project Childfind: Local School Districts Training Manual.* This publication was distributed to all school administrative units to assist them in the development of procedures. In addition to this manual, a statewide Reference of Professional Evaluation and Education Services for the Special Child was revised and disseminated. Activities to provide information to parent and advocacy groups were conducted statewide. A review of the state and federal regulations relating to procedural safeguards and due process hearings has resulted in regulatory changes. A system for the management of technical assistance relating to individual inquiries and complaints was implemented.

Legislation: The 109th Legislature passed legislation appropriating $100,000 for the continuation of the Pre-School Handicapped Pilot effort. A new Bureau of Education for the Handicapped (BEH) State Implementation Grant for personal training related to pre-school handicapped children has been received for $93,852. An additional $96,496 of Federal money under P.L. 94-142 is expected to be received for services to pre-school handicapped children for FY 1980. Chapter 404 was amended to clarify the regionalization of Special Education programs.

Pre-School Programs: The five original preschool handicapped programs (Knox, Lincoln, Washington, Hancock, and Cumberland Counties) will be continuing for one additional year. Two new regional programs have received awards: Tri-County (portions of Penobscot, Piscataquis, and Somerset Counties) and Southern Penobscot County. The total of grant awards for Fiscal Year 1980 wil be $261,536.

Gifted and Talented Programs: Grant Application Guidelines were developed in order to establish grant procedures for funds made available in legislation passed by the 108th Legislature. This year ten school systems received grants for gifted and talented programs. They are: Auburn, Caribou, MSAD# 15—Gray-New Gloucester, Portland, Tri-County Regional Special Education Services, MSAD# 1—Mapleton, MSAD# 6—Bar Mills, Scarborough, Union 92—Hancock, and MSAD# 77—East Machias. Apart from the State funds, $108,000 of local and Federal funds were devoted to programs for the gifted and talented. Approximately 900 children have been served this year in over 35 programs. Identification Guidelines were developed and disseminated to assist school administrative units in developing identification procedures.

Division of Curriculum. This Division offers services and technical assistance in curriculum areas, and disseminates information in subject areas (subject to personnel limitations) through a variety of ways including meetings, visitations, publications, and correspondence. McBee cards have been developed to assist teachers with a system of recording pupils' mastery of basic skills in reading, mathematics, and psychomotor skills. Integration throughout the subject areas of the arts and humanities is emphasized.

Furthermore, the Division administers and integrates Federal programs such as Right to Read and develops and publishes, in *Maine Issues*, policy and position papers on current educational issues (teachers and administrators assist with the development of these papers). Division personnel serve as resources for educators and community people in such areas as interpreting regulations, resolving problems, and settling differences.

The Division is responsible for school approval, to include approval of facilities, and for subsequent recommendations for instructional materials and equipment. The process is basically regulatory but can be viewed as a leadership role, because this process requires new schools to define their goals and educational philosophy. The Division further serves in a leadership capacity through the self-evaluation of elementary and secondary schools, and the accreditation of secondary schools. Through these programs, school systems have become acquainted with better educational practices.

Self-Evaluation: Virtually all of Maine's public and private elementary schools have completed the initial phase of the Self-Evaluation program. The Self-Evaluation program is designed to help schools prepare an in-depth study of their educational programs, services, facilities, and administrative structure and to establish priorities to improve educational opportunities of pupils. The second phase of Self-Evaluation has been given statewide implementation during this year. The second phase, a five-year follow-up, helps schools in the refinement and implementation of new programs and services, and gives direction to School Boards and administrators concerning the major priorities to be initiated within the next five-year period.

For secondary schools not going through the State's Self-Evaluation process, accreditation is used as a measure of quality and for future planning. The process involves a year-long self-study by teachers, students in some cases, and community members. Upon completion of the self-study portion of the process, the school seeking accreditation will host a visiting committee who then makes recommendations for program improvement based upon the findings of the study.

This past year, the Department conducted seventeen full committee visitations and eight five-year reviews.

Arts Education: This Division offers services and technical assistance to the Arts disciplines throughout the state for both the Art and Music disciplines through a variety of ways, including visitations upon request, correspondence, and the involvement of supporting the Maine Alliance for Arts Education in helping to unify the Arts and promoting the support for having the Arts accepted as an integral part of the total school curriculum.

Career Education: The Office of Career Education has worked closely with the Manpower Research Division and the Maine Occupational Information Coordinating Committee to develop career guidance and occupational information for various agency users throughout the State. Currently, the Office of Career Education is implementing the State Plan for Career Education under P.L. 95-207. Ten school sites throughout Maine will be implementing comprehensive career education, K-12, beginning school year 1979-1980.

Health Education: The Division recently completed its second year of a four-year Health Education project. This project is conducted in cooperation with the Department of Human Services and the University of Maine at Farmington, and is the most positive program that has occurred in school Health Education in recent years. Grants were awarded to sixteen local educational agencies to develop a community-involved, comprehensive K-12 Health Education program. All first year sites implemented their curriculums.

In May of 1978, seventeen additional sites were named from every forty schools responding to request for proposals for year two of the project. At the end of year two, 33 percent of the school age children in Maine were enrolled in schools funded by this program. At the end of the four cycles, over 64 local educational agencies will be involved and the grant support will phase out when the programs are in place. At that time, an assessment will be made regarding the continuance of the program.

There were no sites selected for year number three. Twenty eight of the original thirty three sites are now in operation. This will be a year of staff consolidation and project evaluation with the intent of revising program and seeking additional requests for proposals next year.

Language Arts, English, and Bilingual Education: Aside from day-to-day concerns in bilingual education needs, activity planning in that area was not initiated until February of 1979. The former half-time consultant assistant for Right to Read became the half-time consultant for bilingual education. One of the first priorities pursued was the planning of the first Tri-State (Maine, New Hampshire, and Vermont) Multi-Cultural Annual Conference, hosted in

Maine. A consortium effort in addressing the needs of neglected populations in northern New England came to fruition in June with that conference, later co-sponsored by Title IV, Civil Rights and Sex Equity.

The bilingual consultant joined the Washington, D.C. liaison consultant in on-site visits to the bilingual projects in the St. John Valley and Caribou to review the status of their progress as well as the new '79 Interim Federal Regulations. Later, the consultant met with Indian Township school and the Bilingual Training Center to review their grant proposal. All three bilingual project grant proposals were received by this office before being considered by the Office of Bilingual Education.

The National Endowment for the Arts, the University of Maine, and the Maine Department of Educational and Cultural Services approved of the Department's Title VII coordinator participation in a Canadian Franco-American Summer Institute, housed at the University of Maine at Orono with a two-week field experience in Canada and the St. John Valley integrated in that Institute. A follow-up plan will include the preparation of a Canadian Franco-American Curriculum Handbook, jointly written by the Title VII coordintors of Maine and New Hampshire.

The half-time bilingual consultant spends the other half of his time as consultant for language arts English. The first priority oncoming in the Department in August was to focus on the need to provide technical assistance to local educational agencies in the area of written communication, as suggested in part by the results of the Maine Assessment of Educational Progress program of 1978.

To that end, training workshops were made available to acquaint the teachers with the practical application of holistic scoring for competency based teaching. Five regional workshops were well attended. In addition, guidance in teaching expository writing, via the National Diffusion Network validated writing program, and an Individualized Language Arts Program were offered variously throughout the state. The Department has pledged support of the efforts of the Maine Council of Language Arts English to improve instruction of English in Maine through its seasonal conference offerings.

Right to Read Program: Governor Brennan proclaimed April as Right to Read Month. As a result, teachers throughout the fifty sites conducted stimulating reading experiences to perpetuate positive reading attitudes. Six Middle Grades Content Area courses conducted reached over 200 educators. Secondary Content Area Training manuals were field tested, appropriate revisions made, and new materials written by secondary teachers. A conceptual/language-based Kindergarten Curriculum Guide is near completion. Great Books Training Sessions have enabled educators to become more cognizant of the thinking process. Administrators were extensively trained in clinical supervision techniques.

Metric Education: In response to the Commissioner's mandate to all schools, K-12, to provide metric instruction, the Metric Implementation Committee developed and disseminated metric study units to all elementary schools. Metric workshops and consultant services have also been made available to the schools.

Computer Based Resource Unit Program (CBRU): Included in the Division's technical assistance to local curriculum development is the Computer Based Resource Unit Program (CBRU). The CBRU represents the union of time-tested educational strategies with computer technology. The CBRU serves as a flexible, high speed planning aid to the classroom teacher and makes instructional planning simpler by supplying many suggestions for content, activities, measuring devices, and materials, all keyed to behavioral objectives for various academic and skill areas. There are over 50 units, including an extensive Health Education curriculum, several areas of Environmental Education and other units in Social Studies, Science, Career Education, Communications, and Physical Education. Users request specific information by using forms supplied by the Department which are placed into the computer with the resulting printout mailed back to the requester. Over one dozen workshops are conducted annually regarding its use with over 800 requests to date from the locals.

Newspaper in Education: The Newspaper in Education (NIE) program is housed within the Division of Curriculum although it is totally funded by a grant from the Maine Daily Newspaper Publishers Association. The Program makes available to the schools of Maine assistance in using the daily newspaper as an educational tool. The consultant is available for workshops with educators from the primary level to university graduate level. Numerous materials are available, including a bi-monthly newsletter. Many classroom visits and educational seminars are held each year. Through the program, daily newspapers are made available for classroom use at a discount price. There are now several hundred classrooms in the state which are using the NIE program for part or all of the year.

Alcohol and Drug Education. The Unit provides statewide services to the public schools of Maine in the areas of alcohol and drug education and training.

During FY 79, the Unit accomplished the following: (1) originated, developed, implemented and completed a Law Focused Education Project for Kennebec County schools; (2) finalized, in three schools, the Student-Teacher-Parent program which brings teachers, students, and parents together for school/community prevention education and training; (3) completed and published a report on a project titled, "Decisions and Consequences" (a project designed for training teachers and counselors at the junior and senior high school levels in the relationship between the decision-making process and substance abuse); (4) updated, published, and disseminated a policy guide titled: *Developing An Effective Substance Abuse Policy: A Guide For Local School Boards and Administrators;* and (5) developed and up-dated a film loan catalogue which provides the reader with a consolidated resource for obtaining alcohol and drug films from state agencies. In addition, the Unit now provides films for use in treatment facilities.

The major source of funding during FY 79 was the Maine Department of Transportation for an innovative school/community program focusing on problems related to alcohol, other drugs, and highway safety. Within this project, the Unit organized and conducted five regional school and public awareness education sessions throughout Maine. The Unit coordinated this portion of the project with thirteen local and regional state agencies. Additionally, six community/school sites have been selected for participating in a two-year effort which will consist of (1) having a local core alcohol, other drugs, and highway safety program team of 15 persons trained to provide leadership in their communities; and (2) the establishment of school/community prevention, intervention, and referral for treatment programs. It is notable that this project has drawn the attention of educators within Vermont, New Hampshire, Minnesota, and Maryland.

Dropouts and Attendance and Discipline. Furthermore, the Division administers and monitors two state programs: Chapter 106—Dropouts. Each school superintendent in the State who has responsibility for any grade level 9-12 shall form a Positive Action Committee to study the factors affecting persons in grade levels K-12, which are related to the problem of dropping out, and shall develop a specific plan to address this problem. Chapter 105—Attendance and Discipline. The intent of this legislation is to require school officials to give increased attention to those pupils who are habitual truants and dropouts and to develop alternative programs to meet their needs.

Division of Teacher Certification and Placement Services. This Division's charge is to process certificates for teachers, administrators, and what could be called school services personnel, covering grades kindergarten through twelve, and in some cases beyond grade twelve in the area of vocational education. The Division also authorizes the use of teacher aides, teacher assistants, and teacher associates, known as auxilliary school personnel. Services also include recertification, especially for those who have completed formal study and present transcripts. There are options to formal study which go to the Division of the Teacher Education Field Services for consideration. Division personnel also act as consultants for advisory groups.

The Teacher Placement Service is a service provided to both teachers and school systems. The service is referral in nature in that individuals inform the Placement Service that they are looking for a position and school systems inform the Service of vacancies.

Individuals who register with the Teacher Placement Service receive two services: (1) a list of present vacancies whenever he/she contacts the Service by letter, telephone, or office visit; and (2) the right to have his/her placement papers sent out to school systems which request them.

Division of Teacher Education Field Services. Two major areas of service are provided by this Division. The first is the provision of staff support and liaison services to the State Board of Education and the Certification Advisory Committee. This involves the development and implementation of standards for the review and approval of higher education programs which prepare education professionals. The second is the development and administration of standards for the recertification of educational professionals and the review and approval of in-service staff development programs run by local district persons, independent consultants, and higher educators for recertification credit.

Additional services include working with schools and school districts which request assistance with the establishment of locally-based professional development systems, providing liaison services to the Federally funded Mid-Coast Teacher Center in Rockland and the UMO—Old Town Teacher Corps Project, as well as information sharing and coordinating activities in the areas of pre-service and in-service teacher education. This unit provides the Department of Educational and Cultural Services representative to the National Council of States on Inservice Education, a Council which is providing assistance to states in the development of state plans for in-service education. In cooperation with the Division of Special Education, the Division also provides staff support to the National Inservice Network project which is designed to provide selected local districts with assistance with special education focused in-service training for regular classroom teachers.

Bureau of School Management.

The following administrative units and programs fall within the service of the Bureau of School Management:

Division of School Operations. The program for the *schooling of children residing in the unorganized territory* (SCUT) involves the direct operation of six elementary schools for approximately 350 pupils (K-8) and about 1000 pupils who are tuitioned and transported to local education agency schools throughout the state. In addition to the schooling of SCUT children, the Division administers programs at the Governor Baxter School for the Deaf and the Maine Conservation School.

Division of School Facilities. In cooperation with the Bureau of Public Improvements, energy audit recommendations are now being carried out at several schools involving insulation, windows, doors, and heating systems. A slight drop in pupil enrollment has necessitated reviews of staffing patterns resulting in an increase in multigrade groupings in classrooms at four schools. Updating of instructional materials, library and reference books, and equipment has progressed. Federal funds from Titles I, IV, and P.L. 94-142 have improved offerings to educationally deprived, handicapped and gifted pupils. Playground areas have been improved, music and art programs have been strengthened, and in-service training opportunities for teachers, principals and support staff have increased.

Division of School Nutrition. The Division administers and supervises the federally subsidized food service programs for public schools, public and/or nonprofit day care centers, summer recreational sites and summer residential camps. In October 1977, new federal legislation was passed to provide funds for the State to carry out a program of nutrition information and education as part of the food service programs for children. The State Plan of Nutrition Education and Training Program (NETP) for 1978 and 1979 was approved by the State Planning Office in the spring of 1979. April through June progress has been made in awarding contracts for goals set in both State Plans for 1978 and 1979.

Maine received close to $14,000,000 to assist schools and other sponsors in providing nutritious meals for children and youth. The State provided $748,701 in matching funds. All meals served children were reimbursed in whole or in part by federal funds. In February 1979, participation in Maine schools averaged 192,763 daily. The breakdown is shown below.

Meals Served Daily

Program	Free	Reduced Price	Regular Price	Total
School Lunch	43,963	18,338	63,398	125,700
Breakfast	5,885	1,169	1,930	8,985
Milk	18,672		49,406	68,078

Although income guidelines for free and reduced price meals have become more liberal each year, the increase in participation tends to be in the categories of reduced price and regular price meals.

Day care centers and family and group homes served breakfast, lunch and/or supplemental meals to over 2,000 children each day. Children and youth in public or nonprofit recreational centers and summer camps were served 305,998 meals.

Meals Served During Summer of 1978

Breakfast	88,264
Lunches	109,577
Supper	63,425
Supplements	44,732

The Division provided assistance to schools, day care centers and summer camps through workshops and training sessions for food service personnel, school administrators and sponsors of day care and summer recreation programs.

Donated Commodities: During FY 79 this agency distributed a variety of U.S.D.A. food items including dairy products, meats, poultry, vegetables, fruits, dry milk and related products to the school lunch programs, summer camps for young people, needy persons in institutions, and senior citizen centers. This year there were approximately 147,000 children in school lunch programs, 11,000 young people in camp programs, 2,800 needy folks in tax-exempt non-profit institutions and 9,800 senior citizens participating in this U.S.D.A. Donated Commodity Program.

An analysis of our distribution is as follows:

	Pounds	**Value**
School Lunch Programs	8,812,873	$3,855,316
Summer Camps	178,526	101,699
Summer Food Service (Camps)	9,999	8,158
Institutions	234,965	113,650
Senior Citizen Centers	323,042	178,371
Totals	9,559,405	$4,257,192

LICENSES, PERMITS, ETC.:

- Div. of Certification and Placement
  - Certification:
    - Teachers
    - School Nurse
    - Driver Education
    - School Librarian
    - School Principal
    - School Superintendent
    - Counselor
    - Vocational Instructor
    - Substitute Teachers
    - Director of Services for Exceptional Children
    - Special Teacher of Reading
    - School Psychologist
  - Authorization:
    - Auxiliary Personnel

PUBLICATIONS:

State Board of Education, *Teacher Education Policy Statement,* May 20, 1976

State Board of Education, *Maine Standards for Educational Personnel Preparation Programs,* July 8, 1976

Department of Educational and Cultural Services, *Professional Development Activities as Routes to Recertification,* March 11, 1976

Department of Educational and Cultural Services, *Request for Local In-Service Program Approval,* (application form and format for approval of in-service programming for recertification purposes)

State of Maine Laws Relating to Public Schools

Maine Insight

Maine Issues

Directory of Services, Division of Special Education, *Resources and Special Education Law, Regulations and Guidelines*

Department of Educational & Cultural Services, Bureau of Instruction:

- Student Financial Aid Guide to Post-Secondary Education—1978
- Maine Issues
- The Maine Indian Land Claims Case: Pro and Con
- Manual for School Nurses
- Metric Sequence—K-6
- Resource Guide in Basic Skills
- A Parent's Gift
- Right to Read 1978 Needs Assessment
- Right to Read Tabloid—1979
- Maine Assessment of Basic Skills—1978

Developing an Effective Substance Abuse Policy: A Guide for Local School Boards and Administrators

Decisions and Consequences

The Maine Career Education Resource Directory

A Handbook for the Development of Local Career Education Plans

Chapter 113: Organizational Units Responsible for the Certification of Educational Professionals

Section 1. Intra-Departmental Responsibilities for Teacher Education and Certification

Section 2. Establishment and Operation of the Certification Advisory Committee

Chapter 114. Policy, Procedures and Standards for the Review and Approval of Educational Personnel Preparation Programs

Section 1. Teacher Education Policy Statement

Section 2. Procedures for the Review and Approval of Educational Personnel Preparation Programs

Section 3. Standards for the Review and Approval of Educational Personnel Preparation Programs.

Chapter 115. Credentials Review Standards for the Certification of Educational Professionals

Chapter 116. Professional Development

Section 1. Standards for the Approval of Local Professional Development Systems.

Chapter 117. Organizational Unit Responsible for the Placement Registration

Section 1. Placement Registration Procedures.

Professional Development Activities as Routes to Recertification, March 11, 1976

Request for Local In-Service Program Approval (application form and format for approval of in-service programs for recertification purposes)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES (Chief Administrative Unit)	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
RESOURCES						
Bal Brt Fwd—Unencumbered	6,071,905	1,284,835	1,519,521		—1,450,632	4,718,181
Bal Brt Fwd— Encumbered	1,671,289	73,436	3,259		1,478,223	116,371
Interest/Investment/Rents	457,372				315,411	141,961
Revenue From Federal Govt	50,826,434				50,826,434	
Revenue—Private Sources	20,200		20,200			
Fees Charged For Services	697,670		39,938		—1	657,733
Receipts From Other Funds	145,429		72,424			73,005
Sale of Securities	3,045,000					3,045,000
Legislative Approp/Alloc	182,930,958	182,930,958				
Adjustment of Balance Fwd	—148,965	141	—1,227,626		1,078,520	
Transfers—Non-Federal $	322,149	288,755	35,000			—1,606
Transfers—Federal $	—659,079				—659,079	
TOTAL RESOURCES	245,380,362	184,578,125	462,716		51,588,876	8,750,645
EXPENDITURES						
Salaries and Wages	2,594,942	1,478,619	44,974		1,071,349	
State Share of Retirement	538,542	408,575	5,313		124,654	
Prof Service, Not By State	478,164	156,791	7,887		286,261	27,225
Computer Service, By State	60,260	60,260				
Other Prof.Serv., By State	—216	144			—360	
Travel Expenses, In-State	91,362	35,073	3,191		53,098	
Travel Expense, Out-State	29,769	6,176			23,593	
Operation—State Vehicles	75,896	75,896				
Utilities	85,732	48,034	674		37,024	
Rents	11,148	4,966	2,407		3,775	
Repairs	275,735	111,089	70		153,650	10,926
Insurance	69,428	35,742	1,106		32,055	525
General Operating Expense	1,599,055	1,366,289	835		231,848	83
Food	485	14			471	
Fuel	18,148	17,094			1,054	
Other Supplies	102,016	58,146	1,163		42,001	706
Grants to Local Govts.	201,068,267	169,573,889	1,200		30,247,263	1,245,915
Grants to Pub. & Priv. Orgs.	3,813,209	3,353,256			459,453	500
Public Assistance Grants	841,858	173,865	59,771		608,222	
Misc. Grants to Individual	350	350				
Pensions	14,989	8,765			6,224	
Buildings & Improvements	3,558,038	44,729			1,165,133	2,348,176
Equipment Purchases	72,679	1,770			10,860	60,049
Structures & Improvements	2,853					2,853
Debt Retirement, Interest	631,850					631,850
Trans. To Spec. Rev. Fund	25,000					25,000
Trans. to Intragov. Fund	85,400	85,400				
Trans. to Enterprise Fund	7,109	7,109				
Trans. to Trust Fund	20,363,581	6,363,582			13,999,999	
Trans. to Gen.-Fund Sta-Cap	43,159		1,999		41,506	—346
TOTAL EXPENDITURES	236,558,808	183,475,623	130,590		48,599,133	4,353,462

STATE MUSEUM BUREAU

PAUL E. RIVARD, DIRECTOR
ESTHER L. SHAW, Business Manager

Central Office: *Telephone:* 289-2301
Location: Cultural Bldg., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1965 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 05; *Unit:* 073; *Unit Citation:* 20 M.R.S.A., Sect. 1A

Average Count—All Positions: 25 *Permanent Legislative Count:* 25

Organizational Units:
Administration Division
Education and Public Services Division
Research and Collections Division
Design and Preparation Division

PURPOSE: The State Museum is charged in its Declaration of Policy "... to present through the use of its collections and activities the proud heritage and unique historical background, and to preserve and exhibit the environmental and cultural background, and to preserve the environmental and cultural richness of the State..."

The State Museum (Bureau) is responsible for providing a coordinated and integrated system of cultural resources, programs and projects, to encourage and stimulate public interest in the advancement of education and to support the cultural and historical heritage, institutions and activities of Maine at both the State and local level.

ORGANIZATION: In 1836, Maine became the first state in the nation to implement the basic concept of a State Museum. That early museum, however, was subject to the availability of display space in the Capitol and the willingness of various State departments to assume unpaid curatorial functions in addition to their primary functions. The first official State Museum was established in 1919, from which time it was administered by the Commissioner of Inland Fisheries and Game until 1945, when operations were suspended. Increased public interest caused the Legislature to recreate the Museum in 1957 under the Department of Economic Development. Transferred to the State Park and Recreation Commission in 1963, the State Museum did not become an independent, professionally-staffed agency until creation of the Maine State Museum Commission in 1965. The establishment of this agency was soon followed by the allocation, via a bond issue referendum, of funds to create the so-called State Cultural Building to provide a permanent home for the new Maine State Museum, State Library and State Archives.

In 1972, as a result of the general reorganization of State Government, the Museum ceased to exist as an independent agency and became the State Museum (Bureau) of the Department of Educational and Cultural Resources (changed to Cultural Services in 1973), under a director appointed by the Maine State Museum Commission with the approval of the Commissioner of Educational and Cultural Services.

PROGRAM: During FY 79 the Museum continued the aggressive exhibit development program inaugurated in FY 78 and continued with several organizational changes which started with the hiring of a new Museum director. Among the most basic alterations of the Museum's structural organization has been the realignment of many staff members to tasks related directly to exhibit development and artifact organization. In order to more ably manage the collection resource, the Museum has begun a far-reaching new cataloging program which will make the Museum collections more readily accessible through photography. The Museum in FY 79 inaugurated a program through which all artifacts in the Museum collection will be photographed and documented.

Exhibitions. During FY 79 the Museum continued to pursue the objectives set in FY 78, i.e. the more rapid completion of museum exhibits. Very substantial progress has been made in this area with the completion of the several natural history scenes during the past year. In addition, the exhibits on "Logging and Lumbering", "Fishing", "Agriculture" were largely completed, while the exhibitions of granite quarrying, ice harvesting and shipbuilding were begun. The Museum's largest artifact, the 40-ton section of the *St. Mary*, acquired from the Falkland Islands for the shipbuilding exhibit, was moved into the building, and the granite-carrying galamander was restored.

In addition to the long-term commitment of these major permanent exhibitions, the Museum also mounted numerous temporary exhibitions, including "Curator's Choice", featuring a large selection of artifacts from the Museum's permanent collection; "A Call to Arms", an exhibition of Maine-related military materials from the French and Indian Wars to the Korean War; "A Tradition in Clay", a comprehensive exhibition of Maine-made stoneware and redware comprised of over 400 examples of this Maine craft; "Downeast Dressing", a selection of Maine clothing styles from the period of 1870 to 1920; and, "To Sit On and Set On" the first of a series of exhibitions planned dealing with Maine-made furniture, and several other smaller exhibitions.

Collections. Priority status and basic policy changes have made possible the acquisition of increased numbers of quality artifacts for the Museum's exhibits and collections. The search for artifacts for the Museum exhibition program has accelerated as the pace of the exhibits has itself increased. For the first time in the Museum's history, the purchase of certain selected artifacts essential to the mounting of the exhibits has been undertaken. The rationale behind this move has been that it has not proven less expensive, or more cost effective, to try to mount exhibitions with the major artifacts missing. In fact, the slow pace of much development work and the difficulty of exhibit development can, in major part, be attributed to a lack of the needed materials. Although the funds invested in artifact procurement has been exceedingly modest, this effort has "primed the pump" for increasingly high quality artifact gifts, and FY 79 has recorded some of the most important donations ever received by the museum—artifacts ranging from a collection of Maine-made stoneware totalling over 140 pieces, to Maine's oldest surviving militia hat, dated around 1821. Hundreds of new artifacts have been acquired in FY 79, including many examples of Maine-related materials, such as clothing, tinware, furniture, redware, and Maine-made materials related to the industries of fishing, granite quarrying, ice harvesting and shipbuilding.

In FY 79 the Museum also assumed responsibility for several major museum holdings. The State Museum officially became responsible for the entire contents of the Blaine House, while accepting transfer of nearly 3,000 paintings, prints and artifacts from the Allie Ryan Collection in Castine. Also, the Museum agreed to accept and care for the entire contents of the Stanton Museum in Lewiston which consists of over 7,000 natural history specimens.

School Services. More than 20,000 school children participated in one or another of the Museum's ten school services programs during FY 79. This was a new high for school service participation achieved despite serious cutbacks in the educational staff. The Museum's self-image as being a function of the State's educational system assures that education will remain a very high priority. The Museum continued to provide the full range of its educational programs, including ten special teaching programs at the Museum, special field trips to areas remote from Augusta, and advice to local historical groups.

Field Services. During FY 79 the Museum kept contact with most of the state's small historical societies and museums, fulfilling its mandate to provide statewide services. In a response to the growing energy crisis, and in order to provide more cost-effective services, the Museum has initiated a workshop series to supplant the earlier one-on-one response to agency's requests. The Museum began, in FY 79, an experiment, with regional visits made by members of the staff, which sought to answer the needs of the local societies without adding significantly to travel time and expenses.

The Museum also launched a quarterly newsletter which has served as a cost-effective mechanism of serving the local agencies and of maintaining a continuing dialogue with the local groups not requiring travel by the Museum staff.

Conservation. During FY 78 and FY 79 the Museum made an unprecedented effort to broaden the base of services offered to the small historical societies and museums of the State of Maine. In cooperation with the Maine State Commission on the Arts and the Humanities, the Museum's conservation program actively sought out conservation work needed by local agencies, helped in the writing of grant requests, and undertook conservation work at no cost to the local agencies. Among the institutions in Maine profiting from this aggressive program have been the Penobscot Marine Museum, the Bath Marine Museum, the Farnsworth Art Museum, the Bangor Historical Society, the Baxter House in Gorham, and many others. During the past year the Conservation program has served more agencies than ever before and has conserved more materials of importance to the State of Maine than in any previous year.

Conservation of the archaeological materials recovered from the wreck of the Privateer DEFENCE continued through FY 79 with a large number of conserved artifacts being placed on exhibition at the Museum following treatment.

Research. Research efforts directed toward the acquisition and analysis of items needed for public exhibitions has continued on a high priority basis through FY 79, and has yielded most of the key artifacts required for completion of exhibits in two major gallery areas, as well as for the development of special temporary exhibits on pottery and furniture. The compilation of an index of historical Maine craftsmen remains as an important research objective. The conduct and coordination of prehistoric archaeological research, largely supported through private and federal grant funds, remains a major area of ongoing research commitment.

Perhaps the most outstanding and widely acclaimed research accomplishment by the Museum during FY 79 has been the authoritative confirmation of the Norse origin of a silver coin found in an Indian shell heap on the Maine coast. This coin, by far the oldest artifact of unquestionably European origin to be found in any North American archaeological site, may well be instrumental in re-writing the history of earliest European exploration and settlement in America.

Volunteer Program. The volunteer program initiated in FY 77 to provide assistance in research projects, greeting visitors in the galleries, teaching school programs and as aides in the natural history, archaeological and conservation laboratories, grew in FY 79 to a total of 50 persons who donated nearly 3,500 hours of services to the Museum.

LICENSES, PERMITS, ETC.:

Any person, agency or institution, other than the several departments of the State and their authorized representatives, desiring to remove prehistoric, aboriginal artifacts from or excavate a prehistoric, aboriginal site on State-controlled land or those desiring to remove other artifacts or materials from or excavate an historic site on State-controlled land shall submit a written application for such authorization to the State Museum not less than 10 days prior to the proposed time of removal or excavation. (27 MRSA Chapter 13, Sub-chapter II).

PUBLICATIONS:

Everson, Jennie: TIDEWATER ICE OF THE KENNEBEC RIVER The turn of the century ice industry on the Kennebec River, illustrated. 241 pp. ISBN 0-913764-03-5	cloth binding	$ 9.95
Greenleaf, Moses: A SURVEY OF MAINE IN REFERENCE TO ITS GEOGRAPHICAL FEATURES, STATISTICS AND POLITICAL ECONOMY Facsimile reprint of 1829 edition with biographical introduction. Text only. 469 pp. ISBN 0-913764-00-0	cloth binding	14.00
Sullivan, James: THE HISTORY OF THE DISTRICT OF MAINE Facsimile reprint of 1795 edition with biographical introduction and Osgood Carleton map. 421 pp. ISBN 0-913764-01-9	cloth binding	14.00
Demeritt, Dwight B. Jr.: MAINE MADE GUNS AND THEIR MAKERS An authoritative, biographical study of Maine gunsmiths, illus. 209 pp. ISBN 0-913764-04-3	cloth binding	22.00
Myers, Denys Peter: HISTORIC ARCHITECTURE OF MAINE The Maine Catalog, HABS, illustrated. 254 pp. ISBN 0-913764-05-1	perfect bound	8.95
Isaacson, Dorris A. (Ed.): MAINE: A GUIDE 'DOWNEAST' Illustrated. 510 pp. American Guide Series, 2nd Edition ISBN 0-913764-06-X	cloth binding	6.50
Camp, Helen: ARCHAEOLOGICAL EXCAVATIONS AT PEMAQUID, MAINE 1965-1974 Historical and Archaeological Findings of a 17th and 18th Century Colony. Illustrated. 89 pp. ISBN 0-913764-07-8	perfect bound	6.95

Churchill, Edwin A: MAINE COMMUNITIES AND THE WAR FOR INDEPENDENCE, 1976, Study Guide, 110 pp.
ISBN 0-913764-08-6 . . . . perfect bound 2.95

Ostroff, Susan: A WOMAN'S PLACE...THE MAINE POINT OF VIEW, Illus. 44 pp.
ISBN 0-913764-09-4. . . . . Soft Cover 1.90

Branin, M. Lelyn: THE EARLY POTTERS AND POTTERIES OF MAINE,
Illus. 262 pp. ISBN 0-913764-12-4 . . . . cloth binding 22.00

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE MUSEUM BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	57,936	8,083	51,992		—2,139	
Bal Brt Fwd— Encumbered	35,702	31,808	1,755		2,139	
Revenue From Federal Govt	33,215				33,215	
Revenue—Private Sources	7,525		7,525			
Fees Charged For Services	35,851		35,851			
Legislative Approp/Alloc	505,624	505,624				
Adjustment of Balance Fwd	—30	—400	—16,089		16,459	
Transfers—Non-Federal $	25,535	25,535				
Transfers—Federal $	4,524				4,524	
TOTAL RESOURCES	705,882	570,650	81,034		54,198	
EXPENDITURES						
Salaries and Wages	362,297	349,080	3,458		9,759	
State Share of Retirement	42,628	41,011	464		1,153	
Prof Service, Not By State	26,347	12,986	1,855		11,506	
Travel Expenses, In-State	6,348	3,327	75		2,946	
Travel Expense, Out-State	2,239	1,975	264			
Operation—State Vehicles	3,128	2,728			400	
Utilities	9,017	9,017				
Rents	1,614	1,614				
Repairs	1,351	1,304	47			
Insurance	9,241	9,239	2			
General Operating Expense	41,350	36,936	2,859		1,555	
Other Supplies	95,234	72,972	21,205		1,057	
Grants to Pub. & Priv. Orgs.	—2,928				—2,928	
Public Assistance Grants	195	195				
Pensions	126	126				
Buildings & Improvements	7,155	7,155				
Equipment Purchases	5,637	631	1,125		3,881	
Transfer to General Fund	—54		—54			
Trans. to Gen.-Fund Sta-Cap	9,771		13		9,758	
TOTAL EXPENDITURES	620,696	550,296	31,313		39,087	

ARTS AND HUMANITIES BUREAU

ALDEN C. WILSON, EXECUTIVE DIRECTOR
BARBARA S. EVANS, Office Manager

Central Office: *Telephone:* 289-2724
Location: 242 State Street, Augusta *Floor:* 1
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 05; *Unit:* 074; *Unit Citation:* 27 M.R.S.A., Sect. 1B

Average Count—All Positions: 7 *Permanent Legislative Count:* 5

PURPOSE: The major purpose of the Arts and Humanities Bureau is to develop, expand and foster the growth of the arts on a statewide basis.

ORGANIZATION: The Arts and Humanities Bureau was established within the Department of Educational and Cultural Services with the governmental reorganization of 1972. The Maine State Commission on Arts and Humanities appoints, with the approval of the commissioner, the executive director of the Arts and Humanities Bureau, who serves for an indefinite term. His/her compensation is set by the Governor.

PROGRAM:

Commission Sponsored Programs. These programs are internally managed by staff members and the purpose is to promote various areas of the arts which need assistance from the Maine State Commission on Arts and Humanities. These programs require funds.

Performing Arts/Visual Arts and Crafts Programs. "Outreach: Maine Resources" continues to serve a vital function in bringing culture to Maine Communities with over 75 grants. Showcases were held in order to increase the talent bank available when Outreach is updated this fall. A study is underway to best determine ways to aid the marketing of Maine's crafts. Through Wider Availabilities of Museum Collections, a travelling exhibition program based at Bowdoin College, Maine's schools, libraries, museums and historical societies will be able to partake of a full roster of first rate exhibition materials including contemporary and historical photography, contemporary prints, Maine historical memorabilia and artifacts, crafts and an exhibition of twelve Artists-in-Residence work. The New England Touring Program continued to serve a six state area with the best of Maine and New England's performing arts.

Community Arts Development Program. The Bureau has long recognized the need for professional, consistent direction in developing Maine's community arts potential. The Aroostook Arts Council continued to serve the people of that area with a broad range of cultural activities. Grant aid to Maine's twenty-eight community arts councils continued through FY 79.

Conservation of Art and Artifacts Grants Program. This program continues to serve the ongoing need for funds to conserve Maine's endangered art and artifacts. A concerted effort was made to seek out works of art in danger of disappearing, particularly in Maine's many historical societies and small museums.

Information Program. The Bureau continues to publish "Update", a bimonthly newsletter and calendar of events aimed at bringing arts information to Maine citizens. Through numerous media events the Commission's programs have become known to a wider segment of the public.

Education Program. The Artist-in-Residence program now places professional artists in educational settings including schools, libraries, institutions and communities. Over 40 residencies took place ranging from a full year to one week in areas from poetry to painting. The program is designed to be a sustained interaction through a residency which will be of mutual benefit to artists, teachers, students and the community.

Conferences have been held with poets and filmmakers associations to better coordinate the interchange of ideas between artists and the Bureau. Increasing emphasis is being placed on aiding the handicapped, disadvantaged, and other special constituencies. Poets were involved in programs at the Bangor Mental Health Institute and the Maine State Prison. A new area, regional cooperation among the New England arts education coordinators, resulted in several conferences aimed at discussing the needs and objective of arts in education. This year saw the implementation of more effective programs on both State and regional levels as a result.

PUBLICATIONS:

"Update"—a bimonthly newsletter and calendar of events
"Outreach: Maine Arts Resources"—plus supplement
Guidelines for MSCAH and applications for grants
Supplemental Guidelines for Conservation of Art and Artifacts grants
Guidelines for National Endowment for the Arts grants
"The New England Touring Program"
All are free

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ARTS AND HUMANITIES BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	—2,466		125		—2,591	
Bal Brt Fwd— Encumbered	2,591				2,591	
Revenue From Federal Govt	407,701				407,701	
Revenue—Private Sources	3,003		3,003			
Legislative Approp/Alloc	163,550	163,550				
Adjustment of Balance Fwd			—125		125	
Transfers—Non-Federal $	9,351	9,351				
Transfers—Federal $	—14,500				—14,500	
TOTAL RESOURCES	569,230	172,901	3,003		393,326	
EXPENDITURES						
Salaries and Wages	80,176	66,281			13,895	
State Share of Retirement	9,448	7,820			1,628	
Prof Service, Not By State	2,402	600			1,802	
Travel Expenses, In-State	8,936	1,579			7,357	
Travel Expense, Out-State	870	72			798	
Utilities	4,899	1,560	—625		3,964	
Rents	1,731	509			1,222	
Repairs	233	134			99	
Insurance	1,886	1,491			395	
General Operating Expense	17,777	6,856			10,921	
Other Supplies	2,238	349			1,889	
Grants to Pub. & Priv. Orgs.	423,266	85,650	2,750		334,866	
Trans. to Gen. Fund Sta-Cap	1,599		—49		1,648	
TOTAL EXPENDITURES	555,461	172,901	2,076		380,484	

MAINE STATE LIBRARY BUREAU

J. GARY NICHOLS, STATE LIBRARIAN
CAROLYN NOLIN, Assistant State Librarian

Incoming WATS: 1-800-452-8793; 1-800-452-3561

Central Office: *Telephone:* 289-3561
Location: Cultural Bldg., Augusta *Floor:* 2 & 3
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1837 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 05; *Unit:* 075; *Unit Citation:* 20 M.R.S.A., Sect. 1A

Average Count—All Positions: 62 *Permanent Legislative Count:* 68

Organizational Units:
General Loan and Reference Services Division
Library Development Services Division

PURPOSE: The broad goal is consistent with the Library Services and Construction Act and the major functions of the Maine State Library Bureau. This broad goal was developed jointly by the Maine State Library staff and the Maine Library Advisory Committee representing the Maine Library Association, the Maine School Library Association and the Maine Library Trustees Association.

This broad goal is as follows: the development and coordination of services and resources of all types of libraries/media centers in order to achieve equalization of access to total library resources for all Maine people.

ORGANIZATION: In 1972 the Maine State Library was changed from an independent department to bureau status under the newly reorganized Department of Educational and Cultural Services. The State Librarian heretofore appointed by the Governor is now appointed by the Commissioner with the advice and consent of the Governor.

Under the reorganization plan, media and school consultant services were transferred from the division of Federal Resources to the Maine State Library Bureau. This action effectively coordinated State level library programs for schools and public libraries. The Maine State Library coordinates the funding and the activities of the Maine Regional Library System. Three library districts encourage cooperative activities among member libraries in order to promote the sharing of total resources and thus improving service to local library users throughout Maine.

During FY 79 the Maine State Library retained the two major divisions of General Loan and Reference, and Library Development.

There have been no significant organizational changes during FY 79.

PROGRAM: The program of the Maine State Library Bureau is reported by several components:

Circulation. Over 90,000 library items were circulated during FY 79. A special service is TALIMAINE (Technical Assistance and Library Information for Maine). This project connects the Maine State Library by computer with nearly 100 Lockheed Dialog data bases. This section also helps libraries in other state agencies.

Reference. Reference service is provided in person, by telephone, and via the mail. This is a statewide service which includes back-up reference help to local school and public libraries as well as to individuals. During FY 79 over 10,000 books were sent to local libraries and several thousand books were mailed to individuals living in towns without libraries. Also, over 26,000 reference requests were processed.

Technical Services. This section processed about 10,000 new library items for the central collection, seven bookmobiles and the Maine State Library Caribook Service.

Maine Regional Library System. The major goal of the Maine Regional Library System is to promote activities designed toward achieving equal access to total library resources for all Maine people. Specific FY 79 activities included: increased sharing of library resources via interlibrary loan; free access to major resource libraries; consultant services to the library districts and member libraries; library workshops and informational meetings; and direct state aid per capita to 186 local libraries.

Bookmobiles. During FY 79 the seven bookmobiles and the Maine State Library Caribook Service maintained public library service to 261 rural Maine communities and lent books to 36 small public libraries in towns of population below 1,000 (below 2,000 in Aroostook and Washington Counties). Service points included Indian Reservations, nursing homes, senior citizen housing and a school for the handicapped.

Continuing Education. The Maine State Library coordinates statewide continuing education activities. During FY 79 courses were provided by the Maine Library Association (MLA) Standing Advisory Committee on Continuing Education.

Special Services. The Maine State Library coordinates the statewide distribution of talking books and large-print books to blind and physically handicapped persons. During FY 79 over 100,000 items were circulated to handicapped residents throughout Maine. This section also provides library consultant services to institutional libraries.

Film Resources. The Film Resource Services Program makes 16mm films available free of charge to community groups, institutions and public libraries throughout Maine. Circulation of films has increased from 1,545 in 1971 to over 11,000 in FY 79. The film staff participated in several film-making workshops.

Media Services. Television programs are acquired through the Instructional Television Services and are broadcast over the Maine Public Broadcasting System for use in the schools. In addition, schedules and teacher guides are supplied for the schools for each of 40 scheduled programs. During FY 79, over 2,500 Educational Video Services (EVS) programs were taped and distributed to 150 schools, public libraries and academic libraries. Via a relative need formula nearly $700,000. ESEA Title IV B funds were allocated to local school districts for their library-media development. Another activity is consultant service to school libraries, including the review of new school library construction.

PUBLICATIONS:

Downeast Libraries—$5.00

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE STATE LIBRARY BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	41,960		48,884		—6,924	
Bal Brt Fwd— Encumbered	39,856	32,932			6,924	
Revenue From Federal Govt	472,399				472,399	
Legislative Approp/Alloc	1,382,705	1,382,705				
Adjustment of Balance Fwd	—865	—866	—46,722		46,723	
Transfers—Non-Federal $	40,055	40,055				
Transfers—Federal $	79,184				79,184	
TOTAL RESOURCES	2,055,294	1,454,826	2,162		598,306	
EXPENDITURES						
Salaries and Wages	767,588	682,656			84,932	
State Share of Retirement	88,991	79,152			9,839	
Prof Service, Not By State	140,134	131,893			8,241	
Other Prof Serv, By State	—306				—306	
Travel Expenses, In-State	5,437	4,080			1,357	
Travel Expense, Out-State	5,013	2,635			2,378	
Operation—State Vehicles	24,171	18,859			5,312	
Utilities	36,511	28,676			7,835	
Rents	34,169	34,059			110	
Repairs	3,918	1,308			2,610	
Insurance	22,824	20,168			2,656	
General Operating Expense	60,045	43,691			16,354	
Fuel	2,508	2,508				
Other Supplies	135,451	123,094	199		12,158	
Grants to Local Govts.	107,595	107,595				
Grants to Pub. & Priv. Orgs.	170,701	123,100			47,601	
Public Assistance Grants	30				30	
Pensions	73				73	
Equipment Purchases	54,098	34,382			19,716	
Transfer to General Fund	336,199				336,199	
Trans. to Gen.-Fund Sta-Cap	14,282		—17		14,299	
TOTAL EXPENDITURES	2,009,432	1,437,856	182		571,394	

BUREAU OF VOCATIONAL EDUCATION

ELWOOD A. PADHAM, ASSOCIATE COMMISSIONER

Central Office: *Telephone:* 289-2621
Location: Education Bldg., Augusta *Floor:* 2
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1971 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 05; *Unit:* 076; *Unit Citation:* 20 M.R.S.A., Sect. 1B

Average Count—All Positions: 420 *Permanent Legislative Count:* 426

Organizational Units:
Division of Program Services
Division of Program Operations
Division of Adult Education

PURPOSE: The major goal of this Bureau is to expand and improve the quality and extent of vocational education opportunities available to the people of Maine.

Through the authority vested in the State Board of Education and the Commissioner of Educational and Cultural Services, the Bureau of Vocational Education is authorized to administer State vocational-technical institutes, regional technical vocational centers and schools of practical nursing; to develop a State Plan for Vocational Education; to provide vocational educational opportunities as an integral part of secondary and postsecondary public schools; to provide consultant services to local agencies in connection with vocational education, including curriculum planning, in-service training and evaluation; to provide financial aid to local education agencies; to expand and to improve existing programs and implement new programs, including aid for teachers' salaries, teaching, instructional equipment and materials, and construction of vocational education facilities; to arrange with higher education institutions for the training of needed vocational education personnel, including financial assistance; to coordinate the planning and implementation of public school vocational education with other agencies and organizations concerned with manpower development; and to act for the State of Maine with respect to federal programs administered through the U.S. Office of Education.

ORGANIZATION: The Bureau of Vocational Education originated as the State Board of Vocational Education, created in 1917 to cooperate with the Federal Board of Vocational Education in administration of the Smith-Hughes Vocational Education Act. The Board consisted of the Commissioner of Education who served as chairman, and two additional members appointed by the Governor. In 1931, the Board was abolished and its duties assumed by a Vocational Education Board established within the new Department of Education. The new Board consisted of the Commissioners of Health and Welfare, and Labor, and the Commissioner of Education who retained chairmanship. In 1949, the Board was abolished and its duties transferred to the State Board of Education. In State Government reorganization in 1971-73, the Department of Educational and Cultural Resources (Services) was formed, and divided into four bureaus, including the Bureau of Vocational Education. The State Board of Education retained its responsibilities concerning vocational education, and with the Commissioner of Educational and Cultural Services, supervises the activities of the Bureau.

PROGRAM: The programs of the Bureau of Vocational Education are several but similar in form:

Vocational Education in Secondary Schools. The major activity of the Bureau of Vocational Education during the past year has been continued assistance to the eleven new vocational regions in completing plans, construction requirements, and technical assistance to the fourteen regional vocational centers, including satellite programs.

Agricultural/Agribusiness Programs: During Fiscal Year 1979, 18 programs of Vocational Agriculture were offered at the secondary level. These programs enrolled 454 students in such programs as wood harvesting, agricultural mechanics and agricultural production. Three VTI's are offering programs in the areas of wood harvesting, horticulture, and agricultural mechanics.

Business Education: Skill training in business education was made available to 306 students vocationally categorized. Like training was accessible to several thousand students within business departments at 125 other schools providing general type business programs.

Thirty business educators supported a series of in-service training sessions sponsored by BEAM (Business Education Association of Maine) and held throughout the State during 1978-79. Degree credits and/or recertification credits were issued to those making the request.

Data processing classes were conducted at 10 Vocational Centers and/or satellite locations. These group sessions provided instruction for 340 students—a number of them from sending schools.

During 1978-79, 638 students availed themselves of the training offered within 25 distributive education programs, 1 being a new program, and 3 located at postsecondary institutes.

A minimum number of work sessions for coordinators had a 50% attendance recorded.

An FBLA (Future Business Leaders of America) Assembly was attended by over 200 business students and their instructors. The second annual session was another attempt to provide statewide interest in FBLA. Sufficient interest was evidenced and the State director was instructed to apply for a Charter creating a State FBLA Chapter. The Charter has now been received.

Consumer & Homemaking Education: During the school year 1978-79, there were 122 secondary schools and 75 junior highs offering home economics education. Approximately 13,150 students were enrolled in grades 9-12 with another 5,000 in grades 6-8. Around 16% of those at the senior high were males reflecting a 2% increase over the previous year.

Scheduled evaluation visits were made to 36 schools around the State. In addition two one-week workshops were conducted in August cooperatively by the home economics and wage-earning consultants for home economics and school lunch personnel.

Furthermore, ten area meetings and one all-day regional workshop were held around the State to provide up-grading and in-service education opportunities to home economics teachers.

A two-day Leadership Workshop was held in the fall of 1978 for the officers and district chairmen of the Maine Future Homemakers of America. The workshop introduced a busy year in FHA. About 750 girls and boys affiliated with the State and National Associations through thirty-six chapters. The State Convention was held at Mt. Desert Area High School in April with 350 youth and adults in attendance.

The Maine Home Economics Resource Center continued to serve home ec., wage-earning, and health occupations teachers through the dissemination of educational aids. The Center enables teachers to have access to up-to-date costly resources previously not available to them. The system also prevents duplication of effort. Teachers have indicated that the Center is one of the most valuable services ever provided for them.

The Resource Center Advisory Committee met twice during the year to provide input to the coordinator for new resources and administration of the Center. The coordinator provided teachers with a comprehensive bibliography resulting in about 3,700 materials distributed.

The thrust toward nutrition education for all children and the demand for quality resources contributed to the decision to have a second printing of the *guide Nutrition Consumer Education for Young Children K-3*. The goal is to distribute a copy to each teacher of grades K-3. National demand for the guide has far surpassed our supplies.

Information was collected from junior high teachers to serve as the basis for a guide demonstrating a variety of activities to use with co-ed junior high students. It is anticipated the guide will be distributed in late 1979.

Nineteen home economics teachers and four consultants met for an eight-day workshop in June 1979 to develop a Handbook for Home Economics Education programs in the State of Maine. The purpose of the Handbook is to serve as a resource for teachers, administrators, advisory committees, school boards, and other related educational groups.

The Home Economics Consultant was advised in the spring of 1979 that Maine has been selected to assist the National Institute of Education with its study of the "Effectiveness of Consumer and Homemaking Programs". Preliminaries to the study have begun. On-site evaluation will begin in the fall of 1979.

Consumer and Homemaking funds were allocated to two vocational technical institutes (VIT's) to provide courses in home economics related areas. Financial Planning and Consumer Education were selected by about 160 post-secondary students.

Industrial Arts: Some 25,000 junior and senior high school students were provided opportunities to explore technology and industry by 194 industrial arts programs throughout the state of Maine during the year. There are 132 senior high and 62 junior or middle school programs with 420 instructors.

A new curriculum, Solar Concepts, which deals with solar energy and how to teach its concepts, was introduced to industrial arts instructors. It was developed through a grant from the Bureau of Vocational Education's Research Coordinating Unit by the Maine Audubon Society.

Health Occupations: The Bureau continued the coordination of effort with the Maine State Board of Nursing as pertains to the dissemination of information on the amended legislation and regulation having impact upon the State's Health Occupations Education programs. This effort was accomplished via workshops and forums involving instructors, administrators, and broad representation from other state institutions and agencies as well as program advisory committee meetings at the state and local level.

The Bureau implemented the issuance of State Certificates for Assistants to Nurses at three levels, namely: Basic, Advanced, and Administration of Medications. A permanent record file was developed and is housed in the State Consultant's office.

A major step in the Health Career Mobility Articulation thrust was accomplished in 1978-79 with the funding approved for a feasibility study for linkage of Maine's secondary and adult CNA programs to the postsecondary LPN programs. It is anticipated that this study will result in the implementation of a pilot program at KVVTI in Waterville in the fall of 1980.

In-service education activities focused on programs for handicapped and disadvantaged students, the pertinent legislation, curriculum, and leadership skills necessary for program design implementation and evaluation. The State Consultant and a secondary instructor represented Maine at a National Leadership Conference to enforce this effort.

New student youth organization, H.O.S.A. (Health Occupations Students of America) was formed. Youth group activities will be an integral part of all H.O.E. programs.

Increased emphasis was placed upon the purchase of Resource Center materials for instructors in the areas of Health Occupations, Food Service, and Child Care. A cooperative agreement with the Department of Human Services resulted in the transfer of all Day Care resources to the depository at U.M.F. in order to make these additional materials available to vocational child care and health occupations instructors as well as consumer and homemaking teachers.

Both state level programs advisory committees (Health Occupations and Food Service) were expanded and provided much-needed input into the State Plan for these vocational program areas as well as improving interagency involvement and coordination of effort.

The Bureau distributed curriculum guides to vocational teachers and other agencies, conducted training programs and provided follow-up assistance as needed.

Trade and Industry: One hundred and forty-three Trade and Industrial programs covering approximately thirty areas of study offered provided 4,067 vocational students in fifty-two locations.

One of the major successes of the Trade and Industrial area relating to youth activities was the Plymouth Trouble Shooting Contest. Maine vocational students participated in the Plymouth Trouble Shooting Contest during the 1978/79 school year. Out of nine participating schools in Maine, Dexter scored as number 1 in the State written exam.

State of Maine schools scored number 1 in the written exams throughout the Nation.

Lake Region Vocational Center won first place for the State of Maine in the Regional Contest held in Concord, New Hampshire.

Lake Region Vocational Center represented Maine in the National Finals at Indianapolis 500 Speedway, June 17 through 20, 1979, and scored number 17 in the Nation.

Handicapped Persons: Vocational education programs for handicapped individuals in secondary education are designed to teach job skills at levels commensurate with ability. The capabilities and individual needs of students are determined by Pupil Evaluation Teams (P.E.T.) and are outlined in Individualized Education Programs (I.E.P.). During the year, 412 handicapped students were served by self-contained vocational programs called General Trades. There were 169 handicapped students placed in regular vocational education classes.

A total of fifteen pilot projects dealing with the handicapped were funded by the Bureau of Vocational Education during the year. These projects were designed to deal with a wide range of issues, such as identification and referral, staff development activities, and job placement and follow-up.

Teacher Training: During FY 79 a top priority of the Bureau of Vocational Education is training vocational instructors in techniques and methods of identifying and working with students who may be recognized as disadvantaged or handicapped. This school year $122,000.00 was allotted to provide 141 programs, workshops and other activities helping more than 1000 vocational educators.

Construction of Schools: During FY 79, Vocational Region #5, Hancock County, completed its facility. However, the voters failed to pass an operational budget, which has left the building vacant during school year 1978-79. Pending legislation will allow the facility to be converted to a vocational center operated by Ellsworth School Department.

Vocational Region 4, Southern Penobscot County, broke ground for construction in early May of 1979. The completion date of this building will be some time during FY 80.

The State Board of Education gave initial approval for the construction of four sites for Vocational Region #1, Northern Aroostook County. The voters of this area failed to pass the bond issue, and the region will have to continue operating in leased facilities.

Region #11, Southern Oxford County, has outgrown the leased facility it is presently occupying and is currently developing a construction plan to be submitted to the State Board.

Lastly, Vocational Region #10, Eastern Cumberland-Sagadahoc County, has established a building committee which has visited sites of existing centers and regions, and is preparing a plan to bring to the State Board at a future date.

Exemplary. The Lewiston School Department completed a demonstration on job development, placement and follow-up. A guide to establishing a school-based job placement system was printed and disseminated to all schools in Maine. Copies are available from the job placement office at the Lewiston School Department, Lewiston, Maine.

The Maine Audubon Society developed, tested, printed and disseminated through five workshops two books on using solar principles in the building construction trades for secondary school students. Copies are available from the Vocational Staff Development Project, University of Southern Maine, Gorham, Maine.

Maranacook Community School was approved to continue a demonstration on Community Based Career Education for secondary school students. Under the demonstration, students spend a portion of the school day in unpaid work situations learning about jobs and people in their community. The experience assists students in making more appropriate vocational choices and to understand the variety of occupational options available to them.

Research. Vocational Region #1, Madawaska, was approved to conduct a demonstration on business creation for students enrolled in vocational programs. The programs will expose students to entrepreneurship and the skills and procedures for owning and running their own enterprise.

A project to demonstrate an effective vocational education delivery system for handicapped students was awarded to School Administrative District #6, Bar Mills, Maine.

To supplement and enhance the research and demonstration projects, a number of workshops were conducted to increase the effectiveness of vocational educators working in the projects.

Vocational Education in Postsecondary Schools. Maine has six postsecondary vocational technical institutes (VTI's) located throughout the state. These institutes are funded by the state legislation while the State Board of Education has responsibility for operation, administration and supervision of these schools through the Department of Educational and Cultural Services, Bureau of Vocational Education. As stated in Maine's State Plan for Vocational Education, the major goal of postsecondary vocational education is to provide quality programs and services to all citizens who need and desire vocational or technical education at the postsecondary level. Achieving this goal is the responsibility of Maine's six vocational technical institutes. The six VTI's offer a wide range of technical, industrial, health, and business programs at the associate degree, diploma and certificate level.

Full time daytime enrollment at the VTI's as of October 1, 1978 was 3,151 and estimated figures for June 1979 place enrollment for the year at 3,285. Each institute offers an adult education program and enrollment for 1978-79 is estimated at 13,000 students.

The VTI's offer an estimated 70 programs each year. In 1978-79 they employed 222 instructional staff and have an administrative staff of 32.

Student aid is made available to VTI students through Vocational and College Work Study, Free Education, State Scholarship Grant, State Student Incentive Grant funds, along with individual scholarships offered at individual VTI's. Remedial programs are offered through Federal Vocational Education funds. CETA programs are funded at the VTI's under the 6 percent Vocational Education Grant through CETA Title I funds.

As a result of the bond issue in November of 1978, additional buildings were approved for the VTI system.

CMVTI—New Education Wing for three new programs.
SMVTI—New Building Construction facility for present program which will also increase enrollment by 30 students.
EMVTI—New Mechanical Building for four new programs.
NMVTI—New Multipurpose Building to house existing programs and provide additional classroom space.

VTI Work Study: College and Vocational Work Study Programs are offered by each of the six postsecondary vocational technical institutes to aid students with their educational costs. During FY 1979 an estimated 1000 students participated in work study programs. Students were employed as office workers, custodians, maintenance helpers and groundskeepers.

Cooperative Education VTI's: In school year 1978-79 federal funds were made available to four postsecondary vocational technical institutes to maintain established Cooperative Education programs serving students enrolled in Automotive, Business Management, Secretarial, Boatbuilding and Wood Harvesting.

Industrial Education Degree Programs. Two hundred and twenty persons are matriculated in Industrial Education degree programs. At years end, 31 received baccalaureate degrees in Industrial Education and 17 received baccalaureate degrees in Industrial Technology. In addition, a two-week pre-service workshop will be provided for all new vocational teachers entering teaching in the fall of 1979.

Cooperative Vocational Education and Work Study Programs. In school year 1978-1979, 57 cooperative education programs were operated in the state. Of the total number, 12 programs were operated out of regional vocational centers or regions; 24 were operated as satellite programs, and 19 were offered by local educational units. A summer workshop in the summer of 1978 was offered for coordinators of cooperative vocational education programs in concert with the In-Service Training Division of the University of Southern Maine at Gorham. A one-week long summer workshop was scheduled for 1979 for cooperative education coordinators at Bryant Pond at the Maine Conservation Campus. The consultant for cooperative education completed eleven individual program reviews of cooperative vocational education programs and prepared individual evaluations, which included statements of fact, commendations, recommendations and observations.

Adult Vocational Education. Adult Vocational Education is delivered through Maine's vocational-technical institutes, vocational centers, and vocational regions. Programming consists of preparatory courses for adults learning new job skills, upgrading courses for adults learning new or advanced skills in their current occupations, and apprenticeship courses for apprentices registered through the Maine State Apprenticeship Council.

During the 1979 fiscal year, total enrollments in these categories exceeded 20,000. The Bureau of Vocational Education works closely with the Maine State Apprenticeship Council in providing related instruction for Maine's apprentices. This year, home basing—a method of guiding apprentices through related instruction—was one of the Department's major thrusts.

Maine Adult Education Program. Public school adult education in the State of Maine includes the Adult High School Diploma Program, the GED program, General Evening School, community education, adult handicapped, adult basic (state funded) and adult basic education (federally funded.) 110 local educational agencies in the State now offer some type of adult education programming, and enrollments for school year 1977-1978 totalled nearly 57,000. The Adult High School Diploma and GED programs are geared for adults to earn their secondary school credentials, while General evening school programs offer courses in avocational skills. Basic adult education programs are offered those persons with a low level of educational attainment, and adult handicapped programs are geared for those adults with physical or emotional handicaps who find it difficult to participate in regular adult education programming. Community education is a concept of involving the community in the educational process, including the utilization of citizens' advisory councils.

Veteran's Education. At the end of FY 1979 there were 4,022 veterans in approved programs. Of these, 3,441 were at institutions of higher learning, 730 were at non-college degree schools, and 851 were in on-the-job training. Veterans in Maine received a total of $16,987,724 in educational benefits.

The number of institutions offering approved programs included 35 institutions of higher learning and 112 schools below the college level. Also there were 240 approved on-the-job training programs. During the fiscal year there were 10 requests for approval from institutions of higher learning, 8 of which were granted. From schools below college level there were 74 requests for approval, 74 of which were granted. Two-hundred forty approvals of on-the-job training programs were granted during the year. Supervisory personnel conducted a total of 63 visits to institutions of higher learning. One-hundred twenty-two visits to schools below the college level, and 253 visits to on-the-job training programs.

During FY 1979, the State Approving Agency continued approval and supervisory activities for the following:

Institutions of Higher Learning	35
Institutions of Higher Learning (Branches)	25
Schools not offering a degree	112
On-the-job training sites	289
Number of veterans in institutions of higher learning	3,441
Number of veterans in non-college degree schools	730
Number of veterans in on-the-job programs	851
Total Number of Veterans	4,022

Disadvantaged Persons. Twenty-eight projects were funded during the fiscal year. Of these, twenty-two provided services to postsecondary students in the areas of developmental reading, remedial math, work study and free education. Two projects provided services to adults, two benefited inmates at correctional institutions, and four programs were offered at the secondary level. Additionally, one project in the area of teacher training was conducted.

Evaluation. The Bureau of Vocational Education continued to operate under management by objectives during fiscal year 1979 to ensure optimum control and effectiveness. This technique will be continued during fiscal year 1980.

All vocational schools are required to undergo program evaluation every five years. During fiscal year 1979, approximately one-fifth (1/5) of the secondary vocational schools entered into the state evaluation process. The process entails a self-evaluation lasting six or seven months and a special team visitation to audit the self-evaluation results.

Four of the schools completed the process during this fiscal year and the others will finish in fiscal year 1980.

Ten individual postsecondary programs were evaluated by Bureau staff in fiscal year 1979.

Two vocational technical institutes received re-accreditation during 1978-79. One Respiratory Therapy Program received accreditation from the professional association.

All the vocational technical institute instructional staff were evaluated in accordance with terms of the negotiated contract.

An accountability report was developed for fiscal year 1978 which responded to each activity projected in the 1978 annual plan. This report was submitted to the U.S. Office of Education along with the 1980 annual plan.

LICENSES, PERMITS, ETC.:

Certificate:
- Certified Assistants to Nurses at Basic, Advanced, and Administration of Medications (Pharmacology) levels

Permit:
- In and Out of State Correspondence Schools Solitation

Registration and Permit:
- In and Out of State Private, Business, Trade, and Technical Schools

PUBLICATIONS:

Various publications in the following categories are available free of charge:
- Adult Education
- Agriculture
- Consumer and Homemaking Education
- Home Economics Wage-Earning Programs
- Industrial Arts
- Trade and Industry
- Vocational-Technical Institutes
- Miscellaneous Bureau Publications

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF VOCATIONAL EDUCATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	293,902	254,325	48,991		−9,414	
Bal Brt Fwd— Encumbered	43,136	33,722			9,414	
Revenue From Federal Govt	2,963,721				2,963,721	
Legislative Approp/Alloc	485,501	485,501				
Adjustment of Balance Fwd	52,127	−183	−48,991		101,301	
Transfers—Non-Federal $	−14,087	−14,087				
Transfers—Federal $	−1,634,968				−1,634,968	
TOTAL RESOURCES	2,189,332	759,278			1,430,054	
EXPENDITURES						
Salaries and Wages	423,538	180,903			242,635	
State Share of Retirement	49,766	21,316			28,450	
Prof Service, Not By State	153,199				153,199	
Computer Service, By State	100,392				100,392	
Travel Expenses, In-State	26,358	3,094			23,264	
Travel Expense, Out-State	6,808	87			6,721	
Utilities	15,252	3,223			12,029	
Rents	5,212	2,750			2,462	
Repairs	4,197	175			4,022	
Insurance	9,879	4,434			5,445	
General Operating Expense	32,421	3,757			28,664	
Other Supplies	15,730	3,704			12,026	
Grants to Local Govts.	439,705				439,705	
Grants to Pub. & Priv. Orgs.	67,760				67,760	
Public Assistance Grants	49,990	49,990				
Equipment Purchases	260,066	253,580			6,486	
Transfer to General Fund	217,481				217,481	
Trans. to Gen.-Fund Sta-Cap	24,967				24,967	
TOTAL EXPENDITURES	1,902,721	527,013			1,375,708	

NORTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE

HAROLD L. MAILMAN, DIRECTOR (until 2/23/79)
JAMES C. PATTERSON, Acting Director

Central Office: *Telephone:* 769-2461
Location: 33 Edgemont Dr., Presque Isle
Mail Address: 33 Edgemont Dr., Presque Isle, Maine 04769

Established: 1962 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 05; *Unit:* 076A; *Unit Citation:* 20 M.R.S.A., Sect. 57

Average Count-All Positions: 85 *Permanent Legislative Count:* 66.5

PURPOSE: The major goals of this Institute are to provide instruction in occupational skills and related subject areas. This assures the accessibility and diversity for graduates and adults to obtain and hold jobs and to make progress in their chosen occupations.

ORGANIZATION: This Insitute was formerly (1961-1964) the Northeastern Maine Vocational Institute. The campus is located on 87 acres in the center of the former Presque Isle Air Force Base, and operated during its first eight years in converted air force facilities. The first new building was completed in 1970, and three new buildings have been added since that date. The school began with 4 occupational training programs and has expanded to 17 occupational programs.

The enrollment has grown from 78 persons served during the school year, 1963-64, to nearly 3,040 persons being served by attendance at formal courses during FY 79. NMVTI is operated under the authority granted to the State Board of Education, and is one of six vocational technical institutes in Maine.

PROGRAM: During FY 79 the Day School Division served over 450 persons. The facilities equipment and faculty were also utilized by four high schools for specific occupational training activities not available to these high school students.

The Adult Education Division served over 2,586 persons throughout Aroostook County. This division coordinates vocational courses in other towns, offering training programs to industrial, business, military, health workers and supervisory personnel. The facilities and staff served an additional 2,500 residents through seminars, workshops and meetings.

PUBLICATIONS:

Pamphlets describing the occupational programs
Student Handbook
Annual Status Report
Institute Catalog
Financial Aid Brochure
Admissions Requirement Information Sheet
Admissions Summary Sheet
These publications are all free.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

NORTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	74,316		90,527		—16,211	
Bal Brt Fwd— Encumbered	29,353	7,454	5,688		16,211	
Revenue From Federal Govt	430,628				430,628	
Fees Charged For Services	508,535		509,161		—626	
Receipts From Other Funds	4,465		4,465			
Legislative Approp/Alloc	1,394,900	1,394,900				
Adjustment of Balance Fwd	—5,937	—496	—113,154		107,713	
Transfers—Non-Federal $	158,338	158,338				
Transfers—Federal $	310,894				310,894	
TOTAL RESOURCES	2,905,492	1,560,196	496,687		848,609	
EXPENDITURES						
Salaries and Wages	1,254,703	919,219	50,744		284,740	
State Share of Retirement	140,297	107,708	8,849		23,740	
Prof Service, Not By State	181,591	14,219	141,930		25,442	
Computer Service, By State	5,913				5,913	
Other Prof. Serv., By State	146	113	20		13	
Travel Expenses, In-State	17,079	7,217	7,087		2,775	
Travel Expense, Out-State	3,803	9			3,794	
Operation—State Vehicles	20,452	17,311	299		2,842	
Utilities	69,505	62,987	4,160		2,358	
Rents	108,793	32,627	6,535		69,631	
Repairs	12,238	7,661	1,118		3,459	
Insurance	32,917	24,143	2,002		6,772	
General Operating Expense	51,605	36,896	5,357		9,352	
Food	109,809	79,199	30,222		388	
Fuel	117,520	110,238	5,175		2,107	
Other Supplies	294,638	101,807	144,961		47,870	
Highway Materials	209	209				
Public Assistance Grants	223,493	15			223,478	
Pensions	29,757	26,291	3,372		94	
Buildings & Improvements	2,600				2,600	
Equipment Purchases	31,192	4,894	422		25,876	
Structures & Improvements	757				757	
Trans. to Gen. Fund Sta-Cap	9,207		4,583		4,624	
TOTAL EXPENDITURES	2,718,224	1,552,763	416,836		748,625	

WASHINGTON COUNTY VOCATIONAL TECHNICAL INSTITUTE

PETER G. PIERCE, DIRECTOR
MARTIN H. ARSENAULT, Dean of Students

Central Office: *Telephone:* 454-2144
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Mail Address: P.O. Box 406, Calais, Maine 04619

Established: 1969 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 05; *Unit:* 076B; *Unit Citation:* 20 M.R.S.A., Sect. 57

Average Count-All Positions: 43 *Permanent Legislative Positions:* 30

PURPOSE: It is the primary purpose of WCVTI to prepare and train students to obtain jobs in their field of study upon graduation. The Institute implements this goal by providing the students with the specific skills necessary for entry-level employment in industry; the communication and computational skills necessary to pursue career goals, the skills necessary to secure and maintain employment; and career awareness and career goals.

ORGANIZATION: During the first few years, WCVTI was strictly a two-year school—much in the pattern of several of the other institutes. In consideration of many factors, the Institute has placed emphasis on programs that are one year or less in length. The three principal factors that influence the development of short-term programs were admissions, attrition and placement.

The curriculum consists of a balanced schedule of classroom study and realistic work projects. Students learn by doing, as well as by studying the theoretical and technical aspects of the field. Each of the twelve instructional programs offered at WCVTI has been designed to train students to qualify for existing job opportunities. Course content is revised on an annual basis to conform with changes in the requirements, regulations and innovations of industry. Technical training at the Institute is enhanced by courses in communication and personal finance.

PROGRAM: In June 1977 a $1,500,000 grant from federal and private sources was received to establish a Marine Vocational Center at Eastport. New programs in Commercial Fishing, Marine Mechanics and Marine Finishing will be offered and a mobile unit will deliver in-service training to fishermen at dockside.

During FY 79, WCVTI graduated 257 full-time students who were prepared for entry level jobs in 16 occupational clusters. A summary of graduates by program is listed below.

WCVTI GRADUATES
1978-79

PROGRAM	**NO. GRADUATED**	
	Male	**Female**
Automotive	9	1
Boatbuilding	15	
Commercial Fishing	13	1
Diesel Service	11	
Electronic Communications	5	1
Food Service	4	7
Heating	9	
Heavy Equipment	23	
Building Construction	12	
Marine Finishing	9	
Marine Mechanics	12	1
Plumbing	12	
Residential Electricity	11	
Secretarial/Retail Studies	2	13
Welding	30	1
Wood Harvesting	54	1
Subtotal	231	26
Total		257

Surveys of WCVTI graduates indicate that most are employed in the industry for which they were trained. Some of the programs, such as Residential Electricity, Plumbing, Heating, Secretarial Studies, Diesel Service and Welding, have been established within the past two years. While it is difficult to evaluate the success of these more recent programs, preliminary results indicate that graduates of one-year and short-term programs are making favorable inroads on the Maine job market.

A long-range plan presented to the State Board of Education in 1970 projected a full-time enrollment of 500 students for WCVTI by 1980. The Institute is advancing toward that goal with enrollment steadily increasing each year.

PUBLICATIONS:

1. WCVTI Catalog 1976-78 (Free)
2. Individual Program Brochures (Free)
   - Automotive Technology
   - Boatbuilding Technology
   - Diesel Service
   - Electronic Communication
   - Food Service
   - Heating
   - Home Construction
   - Plumbing
   - Residential Electricity
   - Secretarial Studies
   - Welding
   - Wood Harvesting
   - Commercial Fishing
   - Marine Mechanics
   - Marine Finishing
   - Heavy Equipment Mechanics
3. Women In The Trades

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

WASHINGTON COUNTY VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	27,977		29,439		—1,462	
Bal Brt Fwd— Encumbered	7,884	1,065	5,357		1,462	
Revenue From Federal Govt	25,664				25,664	
Fees Charg'd For Services	163,361		157,691		5,670	
Receipts From Other Funds	616		616			
Legislative Approp/Alloc	643,030	643,030				
Adjustment of Balance Fwd	—10,167	—8	15,396		—25,555	
Transfers—Non-Federal $	70,618	70,618				
Transfers—Federal $	849,289		1,038		848,251	
TOTAL RESOURCES	1,778,272	714,705	209,537		854,030	
EXPENDITURES						
Salaries and Wages	769,470	432,571	7,632		329,267	
State Share of Health Ins.	161		—8		169	
State Share of Retirement	87,133	50,398	764		35,971	
Prof Service, Not By State	96,821	15,011	15,057		66,753	
Computer Service, By State	6,895				6,895	
Other Prof. Serv., By State	198	98	25		75	
Travel Expenses, In-State	15,356	2,434	3,984		8,938	
Travel Expense, Out-State	2,467	688	523		1,256	
Operation—State Vehicles	27,495	14,471	7,685		5,339	
Utilities	58,839	47,320	5,998		5,521	
Rents	15,200	7,065	135		8,000	
Repairs	49,351	8,659	16,138		24,554	
Insurance	22,405	13,697	1,648		7,060	
General Operating Expense	74,274	22,805	8,565		42,904	
Food	21,233	1,817	17,930		1,476	
Fuel	42,755	22,428	2,902		17,425	
Other Supplies	239,530	70,500	53,036		115,994	
Highway Materials	2,476	2,179	297			
Public Assistance Grants	35,236		25,065		10,171	
Misc. Grants to Individual	5,000				5,000	
Buildings & Improvements	6,941				6,941	
Equipment Purchases	42,658		7,318		35,340	
Structures & Improvements	35,000				35,000	
Trans. to Gen.-Fund Sta-Cap	10,780		2,903		7,877	
TOTAL EXPENDITURES	1,667,674	712,141	177,607		777,926	

EASTERN MAINE VOCATIONAL TECHNICAL INSTITUTE

ALAN CAMPBELL, DIRECTOR
HENRY E. MATHIEU, Assitant Director

Central Office: *Telephone:* 942-5217
Location: Hogan Rd., Bangor
Mail Address: Hogan Rd., Bangor, Maine 04401

Established: 1965 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 05; *Unit:* 076C; *Unit Citation:* 20 M.R.S.A., Sect. 57

Average Count-All Positions: 68 *Permanent Legislative Positions:* 62

PURPOSE: Programs at Eastern Maine Vocational Technical Institute are intended to prepare the individual for immediate employment upon graduation.

The Institute offers an educational program at the one and two-year post-secondary level to train technicians to function as productive members of society. These graduates will have acquired the vocabulary of technicians, understand the basic priniciples of the fundamental sciences which are common to both the professional and semi-professional aspects of technology, and will be able to supervise and assist the skilled worker in the production or construction with which he is faced.

ORGANIZATION: EMVTI started operation as a school in September, 1966. Space was rented from the Bangor city school system and classes were held on the third floor of the old high school building in Bangor. Shop space for Automotive and Building Construction programs was obtained from Rapaport Brothers on Oak Street. The Machine Tool program was operated out of the machine shop in the new Bangor High School on a shared basis with the high school. Distributive Education, Electronics, and Electrical Power classes were all held at the old high school.

The first entering class numbered 90 students. An appropriation of $1,000,000 had been made available by the 102nd Legislature to construct a new facility on a 95 acre tract off Hogan Road, and work began in the fall of 1966. The shop areas for Machine Tool, Automotive, and Building Construction were completed and occupied in September, 1967. The classroom and administrative spaces became available in January, 1968.

Further legislative appropriations made possible an addition to the Building Construction shop, and a laboratory wing. In 1971 these resulted in the inauguration of four new programs; Environmental Control, Foods Technology, Medical Laboratory Technology, and Practical Nursing. In 1974, the first class in Radiologic Technology was graduated.

The first dormitory and eating facility was opened for occupancy in the fall of 1969. Another dormitory having facilities for both men and women was completed in 1975. The two dorms provided living facilities for a total of approximately 200 students. A large building orginally owned by the Bangor Mental Health Institute was donated to EMVTI and converted into a much needed athletic facility. This was ready for use in 1974.

Construction of a mechanical building to house 4 programs (welding, heating, air conditioning and refrigeration) has been completed. The programs are to be implemented in 1979-80. This will bring enrollment to over 600 day students within two years.

PROGRAM: During FY 1979, the Eastern Maine Vocational Technical Institute (EMVTI) has operated eleven daytime programs and 113 Continuing Education programs. There were about 460 day school students and over 1900 Continuing Education students. Job placement has remained high with about 90% of the 1979 graduates employed immediately following graduation.

Major attainments for the year include:

1. Completion of new training facility
2. Development of performance objectives
3. Improved recruiting strategy
4. Improved Co-ordination with C.E.T.A.
5. Planned maintenance program
6. Energy study of buildings
7. Computerization of student data

The EMVTI Program is a planned balance of classroom, laboratory and practical experience designed to produce competent technicians. Students are encouraged to advance in personal work habits as well as developing skills for the work place.

A carefully tailored related subjects program seeks to improve the students skills in communications, mathematics, and social awareness that helps to turn out a well rounded worker.

PUBLICATIONS:

Maine Vocational Technical Institutes 1976-77 (Catalog of all VTIs)

Eastern Maine Vocational Technical Institute—Catalog Supplement 1978-'80

"A Plan for the Future" An Illustrated brochure giving a general description of EMVTI programs

Program folder. Eleven different folders, illustrated, giving detailed information about individual programs.

Student Handbook 1978-79

Adult and Continuing Education—1979. A listing of fall semester CED courses.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EASTERN MAINE VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd--Unencumbered	50,662	3,242	47,560		—140	
Bal Brt Fwd-- Encumbered	3,593	3,241	212		140	
Revenue From Federal Govt	216,053				216,053	
Fees Charged For Services	169,868		169,868			
Legislative Approp/Alloc	1,235,750	1,235,750				
Adjustment of Balance Fwd	—264		—30,622		30,358	
Transfers—Non-Federal $	81,245	81,245				
Transfers—Federal $	182,919				182,919	
TOTAL RESOURCES	1,939,826	1,323,478	187,018		429,330	
EXPENDITURES						
Salaries and Wages	1,062,503	848,576	20,005		193,922	
State Share of Retirement	123,159	101,716	3,844		17,599	
Prof Service, Not By State	198,133	133,810	59,455		4,868	
Computer Service, By State	7,701				7,701	
Other Prof. Serv., By State	61	61				
Travel Expenses, In-State	3,909	1,929	561		1,419	
Travel Expense, Out-State	3,813	305			3,508	
Operation—State Vehicles	6,774	6,763			11	
Utilities	55,201	54,001			1,200	
Rents	12,468	3,971	8,397		100	
Repairs	25,566	25,441	125			
Insurance	24,131	20,198	749		3,184	
General Operating Expense	23,453	15,994	4,122		3,337	
Food	7,494	7,494				
Fuel	45,553	42,053			3,500	
Other Supplies	114,287	56,447	48,115		9,725	
Public Assistance Grants	134,026				134,026	
Equipment Purchases	2,794				2,794	
Trans. to Gen.-Fund Sta-Cap	3,424		1,468		1,956	
TOTAL EXPENDITURES	1,854,450	1,318,759	146,841		388,850	

KENNEBEC VALLEY VOCATIONAL TECHNICAL INSTITUTE

BERNARD A. KING, DIRECTOR

Central Office: *Telephone:* 873-6133
Location: Gilman St., Waterville
Mail Address: Gilman St., Waterville, Maine 04901

Established: 1969 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 05; *Unit:* 076D; *Unit Citation:* 20 M.R.S.A., Sect. 57

Average Count—All Positions: 20 *Permanent Legislative Count:* 0

PURPOSE: Kennebec Valley Vocational Technical Institute's (KVVTI's) mission is to provide quality vocational programs and services to all persons interested in training or improving their skills for employment in a vocational technical occupation.

It is the school's specific intent to develop and place emphasis on programs that prepare students at the post-secondary level for job entry vocational positions. Any student whose aptitude, ability, and interest qualify him/her for training or employment as a skilled worker is eligible to apply.

The objectives of the Institute are based upon the central belief that the individual needs to become worthy of oneself and to be responsible to society. Self worth in both respects increases through education and the development of one's abilities. It is the Institute's belief that the vocational-technical education and the development of a person only begins with the acquisition of basic knowledge and a suitable skill; the process of education and development continue throughout one's lifetime.

ORGANIZATION: Kennebec Valley Vocational Technical Institute (KVVTI) was activated when the 104th Legislature appropriated monies for a state vocational and technical institute in Waterville. KVVTI began operations in the fall of 1970 using equipment and facilities of the Regional Technical Vocational Center in Waterville. Emphasis is directed toward short-term intensive programs.

KVVTI occupied and renovated the Gilman Street High School in September 1978. This greatly enlarged the classroom, office and laboratory space available. In May of 1979 the legislature approved the establishment of the Institute directly under the State of Maine, Bureau of Vocational Education along with the other five (5) vocational technical institutes (VTIs).

PROGRAM: KVVTI offers the following full-time vocational programs: Heavy Equipment Maintenance, Carpentry, Electrical, Business Administration, Secretarial Science, Health Occupations, Medical Assistant, Respiratory Therapy Technician and Licensed Practical Nursing. Also offered are a variety of short-term adult education courses from 30 to 200 hours in length to meet the needs of all adults requiring upgrading, and/or retraining. A full-time four year apprenticeship program is offered to carpenters-millwrights. Growth has been increasing to the point that KVVTI's programs are fully subscribed each Fall.

Current KVVTI goals are as follows:

To prepare for, and to receive, full accreditation by the New England Association of Secondary Schools and Colleges by 1980.

To expand current educational full-time and short term programs to meet predetermined individual and industrial needs.

Maintain the quality of current programs while incorporating means to enhance and enrich student horizons.

To continue to improve the efficiency and organizational structure of the Institute.

The stated goals and objectives of Kennebec Valley Vocational Technical Institute outline the areas which will provide for growth and expansion.

KVVTI provides vocational education to over 170 regular day students and over 2,000 evening adults, equivalent to a full-time enrollment of 700 students. Placement of graduates has averaged 85%.Although enrollment in programs is not limited to Maine students, the Institute draws most of its students from the 150,000 citizens residing within a 30 mile radius of Waterville. Adult courses cover a wider geographical area, from Jackman to Rockland and Damariscotta.

LICENSES, PERMITS, ETC.:

KVVTI awards diplomas to all students satisfactorily completing all one year program requirements. Certificates are presented in the short term programs.

The NMVTI or UMA associate degree is granted to all students satisfactorily completing the two-year Business Administration or secretarial program at KVVTI.

PUBLICATIONS:

KVVTI catalog revised bi-annually to supplement the State VTI's joint catalog. Sent to all interested students, guidance, and various agencies. Provides general information of the Institute's programs, application procedures, courses, etc.—free.

Student Handbook provided to each entering freshman. Contains general information, school policies, regulations, and procedures—free.

Brochures—assorted brochures which provide general information of the Institute's regular and adult education courses to interested citizens. Special brochure aimed at qualified veterans.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

KENNEBEC VALLEY VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	61,801		61,801			
Fees Charged For Services	52,157		52,157			
Legislative Approp/Alloc	224,050	224,050				
Adjustment of Balance Fwd	33,339		−28,462		61,801	
Transfers—Federal $	93,398				93,398	
TOTAL RESOURCES	464,745	224,050	85,496		155,199	
EXPENDITURES						
Computer Service, By State	3,092				3,092	
Grants to Local Govts.	405,100	224,050	49,930		131,120	
Trans to Gen-Fund Sta-Cap	669				669	
TOTAL EXPENDITURES	408,861	224,050	49,930		134,881	

CENTRAL MAINE VOCATIONAL TECHNICAL INSTITUTE

NELSON J. MEGNA, DIRECTOR
WILLIAM L. VASSAR, Asst. Director

Central Office: *Telephone:* 784-2385
Location: 1250 Turner St., Auburn
Mail Address: 1250 Turner St., Auburn, Maine 04201

Established: 1964 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 05; *Unit:* 076E; *Unit Citation:* 20 M.R.S.A., Sect. 57

Average Count—All Positions: 60 *Permanent Legislative Count:* 60

PURPOSE: The purpose of Central Maine Vocational Technical Institute (CMVTI) is to offer vocational and technical training. Full-time courses are aimed toward students who have completed or left the secondary school. Short-term courses are also provided for adult workers. Technical courses are at a level beyond the secondary school level and normally require high school graduation for entry. Other vocational courses offered are usually of somewhat greater depth and sophistication than similar courses offered at the high school level. As CMVTI expands, it is expected that most new courses will be at the technical level.

ORGANIZATION: CMVTI was organized on July 5, 1964, and first offered its curriculum of four programs: Building Technology, Auto Mechanics, Industrial Electricity, and Drafting in September, 1964. Originally, the institute leased the old "Buick Building" in Lewiston, and in January of 1966, it was relocated to its present site, located on a 110 acre tract donated to the Institute by the City of Auburn. The first class numbered 47 students. CMVTI has expanded in terms of programs offered, in terms of students served, and in terms of classroom facilities.

The institute now offers 7 programs of study: Practical Nursing, Building Construction Technology, Machine Tool Technology, Automotive Mechanics and Associated Technology, Electro-Mechanical Technology, Graphic Arts Technology, and Architectural and Civil Engineering Technology. Of these, only Practical Nursing and some career objective programs within the other programs are one year programs; all others are two year courses. CMVTI grants diplomas and certificates to students who have successfully completed program requirements.

The CMVTI campus now includes three dormitories, a vehicle maintenance building, and the initial building which has sustained three additions to house the Graphic Arts, Practical Nursing, Machine Tool, Learning Resources, and Electro-Mechanical Technology programs.

As with the other vocational technical institutes, CMVTI is governed by the State Board of Education and administered by the Maine Department of Educational and Cultural Services.

PROGRAM: Central Maine Vocational Technical Institute's program can be divided into 3 categories: full-time entry level programs, part-time supplemental programs, and special community interest programs.

Entry Level Programs. These are full-time intensive programs designed to provide training at the post-secondary level for entry into trade, industry or commerce positions. Curricula for these courses is designed to meet performance standards for the specific career for which students are preparing. Courses are developed with the advice of faculty and craft committees, and are approved by the director. Programs undergo revision periodically to insure that their objectives and content are consistent with industry and student needs. In addition, courses are tailored to fit student needs in closely related fields of study to provide options within those fields. An attempt is currently underway to allow for individual differences in regard to advanced placement of students within the courses, so as not to place students into redundant learning experiences.

To date, a number of learning modules have been produced with the aid of the Learning Resources Department. These modules are being tested and revised and put into use in order to increase the flexibility of courses, increase learning potentials, and improve instruction efficiency. This is an on-going effort.

Supplemental Programs. These are mostly evening part-time courses offered to employed and unemployed individuals in order to supplement their present capabilities with more advanced technology and skills, which are designed to increase the individuals' options and abilities, and to provide the community with higher skilled, more employable workers. These programs draw on assets of the full-time programs and on materials provided through outside trade, industry and academic sources.

Special Community Interest Programs. These are usually programs of short duration and intense content, offered in cooperation with outside interest groups. Programs in this area range from seminars co-sponsored by national engineering societies, federal agencies, colleges, and other trade and professional groups. Usually, CMVTI serves a catalytic role and a place to hold meetings, as well as a means of organizing such seminars. These programs may be presented either at CMVTI, or at other off campus locations, but under the sponsorship or co-sponsorship of CMVTI. Programs have been organized through CMVTI and presented over a large area of the State of Maine. Programs are not limited strictly to trades, but also encompass what are usually considered professions.

Student Performance Data. In the past, CMVTI has employed one, five, and ten year student follow-ups to assess student performance in terms of the performance of employees in occupations for which they were trained. These figures have been used in determining new and revised program directions and objectives. Over-all results have shown that CMVTI is placing trained personnel in real employment need areas, and that a very high majority of those employed, stay employed in either their major career trained field, or in closely allied fields.

In addition, a more recent comprehensive ten year survey has just been completed, which shows that approximately 93% of those trained in the last ten years are still employed in their related fields, and that they have experienced career growth and advancements consistent with the stated goals and objectives of CMVTI.

During FY 79 there were approximately 400 full-time day students and approximately 1600 night students receiving supplemental training at the Institute.

LICENSES, PERMITS, ETC.:

Associate Degree in Applied Science
Diploma
Certificate of Completion

PUBLICATIONS:

CMVTI Catalog (current each year)
CMVTI Student Handbook (current each year)
CMVTI Program Brochures (illustrated folders which describe each of the programs offered)
CMVTI Adult Education Catalog (issued twice each year)
CMVTI Alumni Newsletter (issued semiannually)
CMVTI Student Yearbook (prepared annually)

All of these publications are available without charge and may be obtained by addressing requests to the Institute.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

CENTRAL MAINE VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	69,797		69,797			
Bal Brt Fwd— Encumbered	20,272	16,067	4,205			
Revenue From Federal Govt	77,608				77,608	
Fees Charged For Services	83,627		83,627			
Legislative Approp/Alloc	1,209,100	1,209,100				
Adjustment of Balance Fwd	1,199	—1,696	—15,084		17,979	
Transfers—Non-Federal $	133,267	133,267				
Transfers—Federal $	90,626				90,626	
TOTAL RESOURCES	1,685,496	1,356,738	142,545		186,213	
EXPENDITURES						
Salaries and Wages	924,345	864,660	7,537		52,148	
State Share of Retirement	107,331	102,774	849		3,708	
Prof Service, Not By State	75,788	28,589	27,331		19,868	
Computer Service, By State	267				267	
Other Prof. Serv., By State	88	88				
Travel Expenses, In-State	3,725	2,778			947	
Travel Expense, Out-State	1,519	706	688		125	
Operation—State Vehicles	7,145	7,120	25			
Utilities	48,538	48,538				
Rents	18,997	18,740	257			
Repairs	22,272	22,194	78			
Insurance	22,952	22,205	200		547	
General Operating Expense	17,354	13,330	3,574		450	
Food	51,194	47,142	4,052			
Fuel	44,568	44,568				
Other Supplies	151,752	117,320	24,386		10,046	
Public Assistance Grants	29,843				29,843	
Misc. Grants to Individual	40,133				40,133	
Equipment Purchases	25,194		25,194			
Trans to Gen-Fund Sta-Cap	1,878		894		984	
TOTAL EXPENDITURES	1,594,883	1,340,752	95,065		159,066	

SOUTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE

WAYNE H. ROSS, DIRECTOR

Central Office: *Telephone:* 799-7303
Location: Fort Rd., So. Portland
Mail Address: Fort Rd., So. Portland, Maine 04106

Established: 1946 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 05; *Unit:* 076F; *Unit Citation:* 20 M.R.S.A., Sect. 57

Average Count—All Positions: 130 *Permanent Legislative Count:* 100

PURPOSE: Southern Maine Vocational Technical Institute is dedicated to provide a high quality program of instruction which not only recognizes the importance of technical knowledge and development of skills, but, in addition, the need to develop work and social habits and attitudes. The institute believes in an integrated technical and related education as necessary throughout the occupational curriculum to enable students to develop a self-awareness and social responsibility, to successfully compete in a chosen occupational field.

ORGANIZATION: Southern Maine Vocational Technical Institute was founded in 1946 and was operated as a day school for six years in the Vickery-Hill Building in Augusta as the Maine Vocational Institute. An ever-increasing enrollment, however, and the rapid growth of the technological sciences necessitated more comprehensive facilities. During the summer of 1952 the institute was moved to the former site of Fort Preble in South Portland. In 1964 the addition of other vocational technical institutes within the state required the name to be changed to Southern Maine Vocational Technical Institute, (SMVTI).

The present SMVTI campus of approximately sixty acres now consists of forty buildings, ranging from the technical instruction facilities to storage sheds. A total of twelve departments comprise the thirty-two technical programs on campus.

The programs now being offered include:

Applied Marine Biology & Oceanography
Automotive Technology
Building Construction
Culinary Arts
Electrical Technology
Electronic Communications
Electronics Technology
Heating & Air Conditioning
Hotel-Motel-Restaurant Management
Industrial Electricity
Law Enforcement Technology
Licensed Practical Nursing
Machine Tool Technology
Marine Science
Maritime Technician
Plant & Soil Technology
Plumbing & Heating
Respiratory Therapy
Wastewater Treatment Plant Operator

Many of the programs have several options in depth or specialization, thereby meeting the educational and financial needs of the students and allowing the institute to maintain maximum efficiency of facilities and personnel.

PROGRAM: The past year has been an interesting one for Southern Maine Vocational Technical Institute. The acceptance of the quality of the institution by students and employers has been gratifying. Continued progress by faculty and staff toward improvement of quality has been commendable.

Students. Enrollment of regular day students, deferred admissions, deferred degree and special students totalled 1,376 in the 78-79 school year. An additional five thousand persons were served through the Adult Division in courses for upgrading, retraining and apprentices. This division also provided courses for over thirty area industries, businesses, trade associations and communities to assist in upgrading personnel. These courses are offered in-plant or on campus and are specifically designed for the industry.

SMVTI enrollment in York County Community College Services (YCCCS) had an enrollment of 175 students.

Financial Aid. The amount of financial aid obtained to assist students in completing their education amounted to approximately $500,000 for '78-79. Student assistance is received through federal programs of Basic Education Opportunity Grant, Secondary Education Opportunity grant, National Defense Student Loan, College Work-Study and guaranteed student loans. The number of recipients grew to 331 students who were also able to receive some personal as well as financial counseling through the program. The Veterans Cost of Instruction program on campus has received commendation for its services and the number of veterans in the programs has remained relatively stable.

Institute per-student cost based on full-time equivalents is $1,112. Job placement at graduation is holding at over 90%.

Other Activities. The Marine Science program option which is funded by Gulf Oil Company to train third mates and third engineers graduated its third class this year to accept these highly paid positions. The high quality and success of the program has elicited interest in expansion as well as other possible options by others in the industry.

SMVTI became the official testing site of combination heating units being introduced in the State. This honor is directly due to the recognized abilities of the Heating & Air Conditioning program staff. The students will gain the direct benefit of working with new up-to-date equipment as well as the testing experience.

The Respiratory Therapy program, which was initiated in conjunction with the Maine Medical Center and financial support from the Area Health Education Center (AHEC), the regional support center, graduated its third class this year. All of the graduates found immediate employment in their field. A five-year accreditation was received from the Respiratory Therapy accrediting board of the American Medical Association.

Physically the campus continues to slowly change from an old military installation to a modern educational institution. The first phase of a Marine Science building which will allow the consolidation of these services is now complete. The Plant & Soil Technology program has contributed much to the overall appearance of the campus. The new facility to house the Building Construction program is now in process. This building project was made possible by the bond issue approved by the voters in December, 1977.

Every effort will be made to continue a level of performance which will maintain the confidence of the students and the employers.

PUBLICATIONS:

No charge for any of the following publications:

Maine Vocational Technical
  Institutes—1976-77
  (A combined catalog of all VITs)
Campus Map
Information Sheet
Admissions Policies
Program Brochures as follows:
  Applied Marine Biology & Oceanography
  Automotive Technology
  Building Construction
  Culinary Arts
  Electrical Technology
  Electronics Technology
Electronics Communication
Heating, Air Conditioning
Hotel-Motel-Restaurant Mgt.
Industrial Electricity
Law Enforcement Technology
Machine Tool Technology
Marine Science License
Plant and Soil Technology
Wastewater Treatment Plant Operator
  (booklet)
Respiratory Therapy (booklet)
Plumbing and Heating

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

SOUTHERN MAINE VOCATIONAL TECHNICAL INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	57,796		79,185		—21,389	
Bal Brt Fwd— Encumbered	84,231	19,350	43,492		21,389	
Revenue from Federal Govt	391,111		181		390,930	
Revenue—Private Sources	303,419		303,419			
Fees Charged For Services	333,260		333,260			
Legislative Approp/Alloc	2,149,800	2,149,800				
Adjustment of Balance Fwd	—43,877	—3,457	—145,597		105,177	
Transfers—Non-Federal $	170,078	145,078	25,000			
Transfers—Federal $	564,843				564,843	
TOTAL RESOURCES	4,010,661	2,310,771	638,940		1,060,950	
EXPENDITURES						
Salaries and Wages	2,227,569	1,437,565	211,239		578,765	
State Share of Retirement	254,093	170,915	24,973		58,205	
Prof Service, Not By State	249,059	68,281	149,234		31,544	
Computer Service, By State	7,176				7,176	
Other Prof. Serv., By State	205	205				
Travel Expenses, In-State	7,016	4,182	1,392		1,442	
Travel Expense, Out-State	7,696	1,548	5,332		816	
Operation—State Vehicles	28,255	27,326	619		310	
Utilities	100,771	99,799	893		79	
Rents	12,361	7,839	3,083		1,439	
Repairs	34,798	21,352	9,673		3,773	
Insurance	52,072	40,338	2,096		9,638	
General Operating Expense	143,472	112,773	10,732		19,967	
Food	66,964	62,334	4,630			
Fuel	108,920	108,920				
Other Supplies	233,289	136,437	49,365		47,487	
Grants to Local Govts	70		70			
Unemployment Comp Benefit	1,325	95	18		1,212	
Public Assistance Grants	184,578		15,250		169,328	
Misc. Grants to Individual	1,923				1,923	
Buildings & Improvements	7,712				7,712	
Equipment Purchases	47,679		26,276		21,403	
Trans to Gen Fund Sta-Cap	15,735		4,577		11,158	
TOTAL EXPENDITURES	3,792,738	2,299,909	519,452		973,377	

SCHOOL OF PRACTICAL NURSING

PATRICIA A. TOTO, DIRECTOR

Central Office: *Telephone:* 873-3175
Location: Gilman St., Waterville
Mail Address: Gilman St., Waterville, Maine 04901

Established: 1956 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 05; *Unit:* 076G; *Unit Citation:* 20 M.R.S.A., Sect. 51

Average Count-All Positions: 6 *Permanent Legislative Count:* 8

PURPOSE: The School of Practical Nursing was established in 1956 for the purpose of preparing qualified persons for licensure as Practical Nurses in Maine. Traditionally the program's standards have been maintained at a level well above the minimums established by the State Board of Nursing, keeping this School in high standing statewide. Because of the high standing, applications come from prospective students from all sections of the State upon recommendation of professionals in the medical field.

ORGANIZATION: The School of Practical Nursing, the second school for the training of Practical Nurses in Maine, was opened with the first class entering in April 1957. In April 1958, the first class of 7 was graduated. The school, at that time, occupied only part of the first floor of the building used as a nurse's home for the then Sister's Hospital. In due time, the school occupied the entire building, using the upper two floors as dormitory rooms for female students.

In 1973, the School occupied only the first floor, releasing the rental of the dormitory rooms to the landlord who discontinued this facility in 1977. As of September 1, 1978, the School will be moved into larger and more centrally located quarters on Gilman Street. Classes are limited to a maximum of 44 students (male and female) due to limited clinical facility availability. The School is approved by the V.A. and Army Reserves for training of L.P.N.'s.

PROGRAM: The School Year runs for 51 weeks, from the first week of September through the fourth week of August. Included in the 51 weeks are three one-week vacation periods. The Program is as follows - Basic Period - 16 weeks, Intermediate Period - 8 weeks, and Senior Period - 24 weeks. During the Senior Period students are supervised in the clinical area 24 hours per week, remaining 12 hours in the classroom.

The course includes a continuously up-dated curriculum and closely supervised clinical practice in health care facilities. A mature and stable staffing pattern utilizes the skills of 5 full-time and 3 part-time registered nurse instructors, and 1½ office persons. Arrangements are made with the Mid Maine Medical Center for an instructor in Nutrition and Diet Therapy. This instructor is a registered dietician and is a member of the A.D.A. This arrangement has been very successful.

The course plan includes Nursing Theory and Practice, Pharmacology, Basic Science, Terminology, Professional Vocational Guidance, Mental Health Concepts, Nutrition and Diet Therapy, Maternal and Child Health, and Adult Nursing, which is an all inclusive subject. All courses are correlated in order to give the student a smooth course of instruction.

PUBLICATIONS:

School Brochure- sent to Guidance Directors for reference use, also sent to applicants requesting information.

Procedure Book- revised each year by the Procedure Committee, gives instruction in all procedures graduates of this school are expected to know. This is constantly being up-dated during the school year with additions of any new methods used in health care facility. This book is provided to each new student. It is a reference book and students are expected to keep it up-dated throughout the year.

Student Handbook- is written by the Policies Committee of the School and sent to accepted students with the final acceptance letter. The Handbook states all student-related policies of the School and a roster of school personnel.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

SCHOOL OF PRACTICAL NURSING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	1,304		1,304			
Bal Brt Fwd— Encumbered	1,605	1,605				
Legislative Approp/Alloc	142,846	142,846				
Adjustment of Balance Fwd	—317	—317	—1,304		1,304	
Transfers—Non-Federal $	11,588	11,588				
Transfers—Federal $	24,717				24,717	
TOTAL RESOURCES	181,743	155,722			26,021	
EXPENDITURES						
Salaries and Wages	126,707	123,238			3,469	
State Share of Retirement	15,321	14,897			424	
Prof Service, Not By State	1,263	1,263				
Travel Expenses, In-State	225	225				
Utilities	1,178	1,178				
Rents	4,649	1,482			3,167	
Repairs	228	228				
Insurance	1,797	1,797				
General Operating Expense	1,140	1,140				
Other Supplies	4,401	3,861			540	
Grants to Local Govts	15,988				15,988	
Public Assistance Grants	397				397	
Equipment Purchases	485				485	
Trans to Gen-Fund Sta-Cap	77				77	
TOTAL EXPENDITURES	173,856	149,309			24,547	

STATE BOARD OF EDUCATION

INGE L. FOSTER, CHAIRPERSON
CARLTON DAY REED JR., Vice Chairman

Central Office: *Telephone:* 289-2321
Location: Education Bldg., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1949 *Sunset Review Required by:* June 30, 1988

Maine State Government Manual Data:
Policy Area: 02; *Umbrella:* 05; *Unit:* 077; *Unit Citation:* 20 M.R.S.A., Sect. 51
Average Count-All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The State Board of Education is authorized to act in an advisory capacity to the Commissioner of Educational and Cultural Services in matters concerning State Laws relating to education. In addition, the Board is delegated specific powers to make recommendations to the Legislature for the efficient conduct of the public school to the State; to approve the formation of School Administrative Districts; to establish, maintain and operate State technical and vocational institutes and schools of practical nursing; to act upon applications for additions to and dissolution of School Administrative Districts; to establish requirements for approval and accreditation of elementary and secondary schools; to adjust subsidy to an administrative unit when the expenditures for education in such unit show evidence of manipulation to gain an unfair advantage or are adjudged excessive; to grant permission for administrative units to enter into agreements for cooperative educational purposes; to act upon articles of agreement for creation of an Interstate School District; to develop and adopt a plan for the establishment of regional technical and vocational centers; to approve standards for school construction; to approve projects for State construction aid; to approve the formation of community school districts; to approve isolated secondary schools; to obtain information regarding applications for granting degrees and make recommendations to the Legislature; to recommend funds to the Bureau of the Budget for equalization of educational opportunity; to establish a student loan insurance program; to serve as the State agency for administering Federal funds; and to serve as an appeals board for unclassified personnel.

ORGANIZATION: The State Board of Education originated in 1846 as the Board of Education, consisting of one member from each county of the State. The Board was abolished in 1850 and recreated in 1869 as the State Board of Education, with a membership comprising the Superintendent of Common Schools (established 1854) and County Supervisors of Public Schools (established 1869). In 1872, the Board was again abolished, along with the county supervisors, and its functions shifted to the superintendent who, in 1923, was designated Commissioner of Education. The Department of Education was created in 1931 in a major State Government reorganization. However, it was not until 1949 that the State Board of Education was reestablished, this time consisting of ten members, five of whom were appointed by various interests in the State and five appointed by the Governor. At this point, the Board was delegated great authority over education activities of the State, including appointment of the Commissioner of Education and personnel of the department. In 1957, authority to appoint all ten members of the Board was transferred to the Governor with the advice and consent of the Council. Effective July 1, 1972 the State Board of Education was changed to consist of 9 members. Since January 1, 1977, the Governor appoints members for five year terms subject to review by the Joint Standing Committee on Education and to confirmation by the Legislature.

PROGRAM: In July, 1978, the Board granted the Bureau of Vocational Education permission to enter into a lease agreement with the City of Presque Isle for rental of the former Bio-Kinetics building in the Skyway Industrial Park for use as an Auto Mechanics Facility for NMVTI; said lease agreement to cover a two-year period with any extension being negotiated by mutual agreement between the Department of Educational and Cultural Services and the City of Presque Isle. Also in July the Board approved a satellite cooperative education program as part of the vocational offerings at the Biddeford Vocational Center.

In September, the Board approved the proposed FY 1979 Concentrated Employment Training Act (CETA) Vocational Education Grant. In doing so, the Board recognized that the grant will, of necessity, be subject to modification as funding levels are finalized and, consequently, authorized the Bureau of Vocational Education staff to make changes as necessary in funding levels under the Commissioner's signature. In addition, the Board approved funding assistance for Hancock Vocational Region 5 by entering into an agreement for securing and maintaining the $1.4 million vocational education facility at Ellsworth through a $30,000 grant to cover the period from November 1, 1978 through June 30, 1979. Further, the Board granted full five-year approval to the Counselor Education program at UMO and granted a conditional one-year approval to the Counselor Education Program at USM (UMPG).

In November the Board approved the plan of reapportionment as adopted by the reapportionment committee of SAD 64 and voted that the Commissioner notify the municipal officers and the board of directors of SAD 64 of the approved plan.

The Board voted in December that it take a leadership role in preparing a position paper to be submitted to the Legislature to point out the necessity for fiscal responsibility in educational matters with specific recommendations in lowering costs of education in the State of Maine. The Board at this time approved the certified funding level for FY 1979-80 for the Basic Education Allocation at $323,923,006 and the certified funding level for FY 1979-80 for Adjustments and Local Leeway at $12,714,286. In addition, the Board granted the request of Central Maine Vocational-Technical Institute for authorization to award an Associate Degree in Applied Sciences in accordance with the following criteria: (1) the purpose for which the Institute was established must not be altered; (2) the present high quality of existing programs in technical training must not be diminished; (3) qualified students must not be denied access to technical programs which have as their primary purpose the development of skills needed to staff Maine's industries because of arbitrary academic standards; (4) Associate Degree programs must complement, and not replace, programs that presently exist.

In January 1979 the Board voted to receive the application for a Bilingual Vocational Training Program in Banking, Retailing, and Hospitality Centers submitted by the University of Southern Maine and to give the Department authorization to prepare appropriate comments on the program for submission to the U.S. Office of Education. The Board also voted to receive the application for Bilingual Secretarial Training submitted by Northern Aroostook County Vocational Region I and authorize the Department to prepare and submit appropriate comments to the U.S. Office of Education.

In February the Board voted to ratify the collective bargaining agreement and related employee compensation plan for the VTI instructors as tentatively agreed upon by the Board and the Maine Teachers Association February 6, 1979.

In March the Board endorsed guidelines for the screening of students into secondary school vocational education programs and recommended that vocational centers and regions adopt selection criteria that are generally consistent with the criteria mentioned in the guidelines. The Board also ratified its action in the submission of three names to the Governor for his consideration in the nomination of Commissioner of Educational and Cultural Services.

In May the Board approved a concept for Alternative Five Year Vocational Program Evaluation and instructed the Department to develop a system for final approval by the Board. The Board approved the Maine State Plan for Vocational Education, Fiscal Year 1980. The Board also voted to submit the names of two candidates for filling the position of Commissioner of Educational and Cultural Services.

School Construction. The Board met in June and adopted a new policy relative to school construction that states that the school building construction rating system and the school building construction flow chart shall be implemented for use in concept approval of projects to be considered by the Board subsequent to January 1, 1980. The Board approved a total of $23,860,708 in school construction projects during the past fiscal year. However, one project with an estimated cost of $1,330,000 was not funded since it did not receive a favorable local vote.

Certification. In May 1979 the Board received the testimony from members of the combined faculties in educational administration from the University of Maine at Orono and the University of Southern Maine for the Boards consideration; the Board directed the Department to prepare recommendations with reference to the testimony as well as any further recommendations on the proposed standards for consideration by the Board. At this time the Board voted that a draft State Board of Education Policy Statement on certification issues be referred to the Certification Advisory Commission for review and recommendation as to the policy implications for teacher education and certification and that such review and recommendation be completed and returned to the State Board of Education.

LICENSES, PERMITS, ETC.:

Permit:
    Out of State Correspondence Schools
Registration:
    Private Schools
Certification and Placement Section
    Certification:
        Teachers
        School Nurse
        Driver Education
        School Librarian
        School Principal
        School Superintendent
        Counselor
        Vocational Instructor

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1979 20 MRSA, Section 54 provides that expenditures of this unit, which amounted to $16,217.66 in FY 79, shall be borne by Department of Educational and Cultural Services and are, therefore, included in its financial display.

INDIAN SCHOLARSHIP COMMITTEE

JOSEPH NICHOLAS, CHAIRPERSON
EDWARD DICENSO, Superintendent of Indian Education

Central Office: *Telephone:* 454-2126
Location: Box 412, Calais
Mail Address: Box 412, Calais, Maine 04619

Established: 1972 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Data:
Policy Area: 02; *Umbrella:* 05; *Unit:* 079; *Unit Citation:* 20 M.R.S.A., Sect. 2210

Average Count-All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The main purpose of the Committee is to assist North American Indians living in Maine in obtaining secondary and post-secondary education from properly accredited institutions through the provision of financial assistance to the individual, and, if necessary, through payment of a supporting grant to a post-secondary institution furnishing educational services to the scholarship recipient. To implement this purpose the Committee has full authority in its discretion to approve all scholarship grants which, however, may not exceed $3,000 per year and it may approve a supplementary grant not exceeding $1,000 per year to any institution enrolling one or more scholarship recipient for the purpose of establishing and conducting a program of support services for scholarship recipients. The Committee has not approved supporting grants.

ORGANIZATION: The Indian Scholarship Committee, is established as an agency within the Department of Educational and Cultural Services. The Scholarship Committee and the program remains within the Department although, by separate legislation, jurisdiction over the schooling of residents of Indian reservations has been vested in Indian school committees for each of the three reservations in the State.

The Scholarship Committee consists of the Superintendent of Indian Schools, two persons named by a joint tribal council of the Passamaquoddy Tribe, two persons chosen by the Penobscot Tribe, two persons named by the Board of Directors of the Association of North American Indians, Inc., and a representative of the Chancellor of the University of Maine.

PROGRAM: In FY 79, a total of $50,000 was available for scholarship awards of which $48,342.50 actually was expended in providing assistance to Indian students at the secondary level and to students attending college or other post-secondary institutions.

PUBLICATIONS: Guidelines for assistance and applications are available

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $48,342.50 in FY 79 and are, by administrative decision, included with those of the Department of Educational and Cultural Services.

MAINE STATE COMMISSION FOR HIGHER EDUCATION FACILITIES ACT OF 1963

H. SAWIN MILLETT, JR., COMMISSIONER
FRED DOUGLAS, Director of Higher Education Services

Central Office: *Telephone:* 289-2541
Location: Education Bldg. *Floor:* 2
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1967 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 05; *Unit:* 080; *Unit Citation:* 20 M.R.S.A., Sect. 2720

Average Count-All Positions: 2 *Permanent Legislative Count:* 2

PURPOSE: The major goal of the Maine State Commission for Higher Education Facilities Act of 1963 is to ensure adequate opportunity for higher education and enable the most equitable and efficient use of educational resources through provision of comprehensive planning and financial assistance to all public and private post-secondary education institutions in the State of Maine.

The Maine State Commission for Higher Education Facilities Act of 1963 is authorized to conduct either directly or through other appropriate agencies or institutions, comprehensive planning to assist the higher education institutions in Maine, as well as to establish or to amend plans, rules and regulations agreeable to the Act, and to accept and disburse all monies in accordance with said Act.

The Maine State Commission for Higher Education Facilities Act of 1963 administers many federal assistance programs for Maine post-secondary education institutions which include: Title VI-A Program of the Higher Education Act of 1965 - grants for instructional equipment, materials, and closed-circuit television; Title VII of the Higher Education Act of 1965 - grants for construction, renovation, accessibility to the handicapped, and energy conservation.

ORGANIZATION: The Higher Education Facilities Act of 1963 necessitated the formation of a State Commission to administer the federal funds allotted for post-secondary school construction and equipment grants in Maine. Governor John H. Reed designated the existing State Board of Education to serve as this Commission.

The Maine State Commission for Higher Education Facilities Act of 1963 was authorized by Executive Order in 1967 and, in this capacity serves instead of the State Board of Education. The Bureau of Instruction, Division of Higher Education, administers all funds made available through the Facilities Act now under Title VI-A of the Higher Education Act of 1965.

PROGRAM: The Commission has one major program.

Financial Assistance for the Improvement of Undergraduate Instruction (Title VI-A). This program provides funds for aquisition of equipment, materials, minor remodeling and closed-circuit television for the improvement of undergraduate instruction. During FY 79, the unavailability of Federal funds curtailed activity under this title. Five projects were submitted within the eligible time period but were not funded.

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $6,059 in FY 79 and are, by administrative decision, included with those of the Department of Educational and Cultural Services.

MAINE LIBRARY COMMISSION

ROBERT WOODWARD, CHAIRMAN
J. GARY NICHOLS, Secretary

Central Office:
Location: Cultural Bldg., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Incoming WATS: 1-800-452-8784
Telephone: 289-3561

Established: 1973
Sunset Review Required by: June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 05; *Unit:* 082; *Unit Citation:* 27 M.R.S.A., Sect. 111

Average Count-All Positions: 0
Permanent Legislative Count: 0

PURPOSE: The main function of the Maine Library Commission is to give advice to and make recommendations to the State Librarian and the Commissioner of Educational and Cultural Services with regard to: the policies and operations of the Maine State Library and the State's library program including minimum standards of library service; the apportionment of state aid to libraries; the designation of library districts and their boundaries; the designation of area reference and resource centers; and the designation of research centers.

ORGANIZATION: A 1969 Governor's Task Force to Study Library Service in Maine, and the establishment in 1971 of the Maine Library Advisory Committee, culminated in An Act Creating Regional Library Systems (1973).

The Maine Library Commission, an important feature of the 1973 legislation creating Library systems, is broadly representative of the State's libraries and consists of a representative from public, school, academic, special, institutional and handicapped libraries, a trustee representative, one representative from each of the library districts and three representatives from the State at large of whom one shall be representative of the disadvantaged.

PROGRAM: The Maine Library Commission held 5 meetings during FY 79. Areas of special interest included the following: per capita state aid to local library units; the sharing of resources among libraries; back-up reference services; direct free access to major resource libraries; statewide bookmobile services; library consultant services; evaluation of regional and bookmobile services; and the promotion of legislation to provide additional state aid to local libraries and to increase the resources of the Maine State Library.

Other FY 79 activities of note included sponsorship of the Maine Governor's White House Conference on Libraries and recommendations regarding the allocation of state and federal funds for library programs.

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $709 in FY 79 and are, by administrative decision, included with those of the Maine State Library Bureau.

MAINE STATE MUSEUM COMMISSION

VERNON L. SEGAL, CHAIRMAN
JOHN W. BALLOU, Vice-Chairman

Central Office: *Telephone:* 289-2301
Location: Cultural Bldg., Augusta *Floor:* 5
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1965 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 05; *Unit:* 085; *Unit Citation: 27 M.R.S.A., Sect. 82*

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Maine State Museum Commission was established to formulate policies and exercise general supervision over the State Museum; to make recommendations to the Legislature as necessary to improve the functions of the Museum; and to delegate powers necessary for the administration of laws relating to the State Museum.

ORGANIZATION: The Maine State Museum Commission consists of fifteen members, especially qualified and interested in the several fields of museum activity, appointed by the Governor for terms of six years.

The Commission meets regularly to formulate policies and to exercise general supervision of Museum activities. Standing committees work with the director in the continuing development of long range plans in the following areas: acquisitions/conservation, legislative/finance/building, community relations/liaison, fine arts, publications, and programs/exhibits.

Permanent records of the Commission meetings are maintained and are audited according to state law. Also, the Commission serves as the appointing authority of the Museum Director with the approval of the Commissioner of Educational and Cultural Services.

PROGRAM: The Maine State Museum Commission held twelve meetings during FY 79 reviewing the Museum's program and policies. All gifts, bequests and other donations offered the Maine State Museum and recommended for acceptance by the Museum's professional staff were formally and legally accepted on behalf of the State.

The Commission worked on those legislative matters pertaining to the historical and cultural field.

An awards luncheon for Volunteers was given by the Commission in April. The Commission also hosted two receptions at the opening of the pottery show and the furniture show.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $2,237 in FY 79 and are, by administrative decision, included with those of the State Museum Bureau.

(OFFICE OF) STATE HISTORIAN

ROBERT M. YORK, STATE HISTORIAN

Central Office: *Telephone:* 780-5277
Location: 508 Bailey Hall, Gorham
Mail Address: University of Southern Maine, Gorham, Maine 04038

Established: 1907 *Sunset Termination Scheduled to Start by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 05; *Unit:* 087; *Unit Citation:* 27 M.R.S.A., Sect. 261

Average Count—All Positions: 1 *Permanent Legislative Count:* 1

PURPOSE: The State Historian's duty is to compile historical data of the State and encourage the teaching of Maine's history in the public schools. He/she also encourages the compiling and publishing of town histories, combined with local geography. Furthermore, the State Historian examines and, when he/she decides that the material is suitable, approves histories of towns compiled in accordance with section 262 of the Maine Revised Statues Annotated.

Whenever legislation is pending to designate any highway or bridge as a memorial, the State Historian submits, to the Legislature, the names of persons or subjects of historical note.

ORGANIZATION: The State Historian is appointed by the Governor, and must be a member of the Maine Historical Society.

PROGRAM: FY 79 was another bust year for the State Historian. There were several highlight events such as the annual Portland Junior League course, the Adult Education Course at Yarmouth, the lecture series of the Gorham Library Association and the reunion of the 5th Maine Association at Peaks Island.

There were visitations to historic sites in the Kennebunk and Kittery areas, Shaker Village, Norlands, Willowbrook, Bath Museum Complex, Wiscasset Historical District, and in Portland, Yarmouth, Brunswick, Harpswell, Richmond, Gardiner, Farmington-Wilton, Rumford, Bethel and Lewiston-Auburn.

As usual there was extensive correspondence with persons seeking information about a wide variety of topics relating to Maine history. The historian observes that interest in Maine's past is very high and it is most gratifying to see so many organizations and individuals assisting in the process of preserving and interpreting the history and heritage of the State of Maine.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

(OFFICE OF) STATE HISTORIAN	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	500	500				
TOTAL RESOURCES	500	500				
EXPENDITURES						
Travel Expenses, In-State	349	349				
TOTAL EXPENDITURES	349	349				

MAINE STATE COMMISSION ON THE ARTS AND THE HUMANITIES

EATON W. TARBELL, CHAIRMAN

Central Office: *Telephone:* 289-2724
Location: 242 State Street, Augusta *Floor:* 1
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1966 *Sunset Termination Scheduled to Start by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 05; *Unit:* 088; *Unit Citation:* 27 M.R.S.A., Sect. 401

Average Count—All Positions: 7;5:State; 2:Federal *Permanent Legislative Count:* 5

PURPOSE: The purposes of the Commission are several. It is the Commission's duty to take such steps as may be necessary and appropriate to encourage and stimulate public interest and participation in the cultural heritage and programs of our State and to expand the State's culture resources; to encourage and assist freedom of artistic expression essential for the well-being of the arts; to make such surveys as may be deemed advisable of public and private institutions engaged within the State in artistic and cultural activities, including, but not limited to, music, theatre, dance, painting, sculpture, architecture, literature, history and allied studies and pursuits and to make recommendations concerning appropriate methods of encouraging participation in and appreciation of the foregoing to meet the legitimate needs and aspirations of persons in all parts of the State. The Commission also acts in an advisory capacity relative to the creation, acquisition, construction or erection by the State of any work of art, to file with the Governor, within 30 days, its opinion of such proposed work of art together with such suggestions and recommendations as it may deem proper. The term includes any painting, portrait, mural, decoration, stained glass, statue, tablet, bas-relief, ornament, fountain or other article or structure of a permanent character intended for decoration or commemoration, but shall not include "historical materials" administered by the Maine State Museum Commission.

ORGANIZATION: The Maine State Commission on the Arts and the Humanities consists of not less than 15 nor more than 21 members, broadly representative of all artistic and cultural fields, to be appointed by the Governor from among citizens of Maine who are widely known for their competence and experience in connection with these fields. In making such appointments, due consideration must be given to the recommendations made by representative civic, educational and professional associations and groups concerned with or engaged in artistic and cultural fields generally.

The term of office of each member is 3 years. Other than the chairman, no member of the commission who serves 2 full 3-year terms shall be eligible for reappointment during the one-year period following the expiration of his second such term. The Governor designates a chairman and a vice-chairman from the members of the Commission, to serve as such at his/her pleasure. The chairman is the presiding officer of the Commission. All vacancies are filled for the balance of the unexpired term in the same manner as original appointments. The members of the Commission do not receive any compensation for their services, but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties as members of the Commission.

PROGRAM: The Commission appoints advisory panels to work in conjunction with the Arts and Humanities Bureau staff while making grant funding determinations. All of the granting activity of the Bureau is presented to the Commission for ratification or rejection. Similarly, the Commission initiates many Bureau activities.

The general grants program which utilizes a major portion of the Commission's state and federal program monies accepts applications from non-profit organizations throughout Maine for projects in the arts and humanities. Grants are awarded on a matching basis with a minimum requirement of 50/50 matching. In practice, grants are well overmatched with a ratio of one state or federal dollar to every two and a half private dollars. This year, as last year, competition for funds has rapidly increased as has the quality of applications. Programs funded include touring Maine Arts resources, educational projects, aid for development of crafts, film, dance, theater, mime, music, visual arts, art conservation, etc. Of particular interest is a program of seminars for sponsors aimed at developing a local sponsor's skills in organizing and promoting an arts event and a fund raising pilot program to aid arts organizations in improving their fund raising capabilities.

PUBLICATIONS: See the listing in the Arts and Humanities Bureau.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $1,685.30 in FY 79 and are, by administrative decision, included with those of the Arts and Humanities Bureau.

MAINE HISTORIC PRESERVATION COMMISSION

EUGENE S. ASHTON, CHAIRMAN
EARLE G. SHETTLEWORTH, JR., Executive Director

Central Office: *Telephone:* 289-2133
Location: 242 State St. (Old MV Bldg.), Augusta *Floor:* 1
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1971 *Sunset Termination Scheduled to Start by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 05; *Unit:* 089; *Unit Citation:* 27 M.R.S.A., Sect. 501

Average Count—All Positions: 6 *Permanent Legislative Count:* 6

PURPOSE: The purpose of the Maine Historic Preservation Commission is to administer the National Historic Preservation Act of 1966, and to assist other private and governmental programs within the purposes of this Commission, whose policy is to preserve the architectural, historic and environmental heritage of the people of the State, and to promote the cultural, educational and economic benefits of those resources. The Commission is charged with the development of a state plan for historic preservation, a state historic resources inventory and entering on the National Register of Historic Places all buildings, sites and districts in the State of Maine that meet the criteria for such designation. In addition, the Commission is responsible for reviewing the impact of all federally funded or licensed projects upon those sites so designated.

The 50% federal matching grants available under the provisions of the National Historic Preservation Act of 1966 for the acquisition and restoration of National Register properties are also administered by the Maine Historic Preservation Commission.

ORGANIZATION: The Maine Historic Preservation Commission was created by the 105th Legislature in 1971 as an independent State commission. In 1973, the Commission was placed in the Department of Educational and Cultural Services for administrative purposes.

The Maine Historic Preservation Commission consists of not less than 12, nor more than 15, members made up as follows: Director or representative of the Arts and Humanities Commission, Commissioner or representative of the Department of Transportation, director or representative of the Maine State Museum Commission, director or representative of the Bureau of Parks and Recreation, director or representative of the State Planning Office and director or representative of the Board of Environmental Protection to serve ex officio, and a minimum of 7 representatives from among citizens of Maine, one of whom shall be elected chairman, who are known for their competence, experience and interest in this field. Among the public members, all of whom are appointed by the Governor, there must be at least one archeologist, one historian and one architect. In making these appointments, due consideration must be given to the recommendations made by the representative professional, civic and educational associations and groups concerned with or engaged in the field of historic preservation.

The term of office of each member is 5 years; provided that of those members first appointed, 5 shall be appointed for terms of 2 years, 5 for 4 years and the remainder for 5 years. Their successors shall be appointed for 5 years. Each member serves for the term of his/her appointment and thereafter until his/her successor is appointed and qualified, but in any event no more than 2 consecutive terms. All vacancies are filled for the balance of the unexpired term in the same manner as the original appointments.

PROGRAM: During FY 79, the Maine Historic Preservation Commission expanded the National Register of Historic Places by 43 individual sites and 7 historic districts. In addition, the Commission has published *Discovering Maine's Archaeological Heritage.* The Commission has continued to cooperate with the Maine Archeological Advisory Committee in providing funds and assistance to continue an archeological survey of the State.

The Historic Preservation clause of the Federal Tax Reform Act of 1976 has required extensive staff time in certifying historic buildings and advising owners on acceptable rehabilitation techniques.

As in past years a great deal of staff time has been spent in reviewing federally funded projects that might have an impact upon the State's historic resources, as well as offering advice and services to countless communities, groups, and individuals with concerns in the area of historic preservation.

Federal Grants. The Commission, during FY 79, awarded the following federal grant monies on a 50% matching basis to private organizations, municipalities, and State agencies for the rehabilitation and restoration of historic sites:

Survey and Planning	$ 62,000.00
Bangor Historical Society	5,000.00
Bath Marine Museum	75,000.00
Bureau of Parks and Recreation	15,000.00
Castle Tucker, Wiscasset	20,000.00
Community Initiatives, Inc., York	15,000.00
Ellsworth Congregational Church	20,000.00
First Parish Church, Brunswick	5,000.00
Greater Portland Landmarks, Inc.	80,000.00
Holy Trinity Greek Orthodox Church, Portland	57,000.00
Maine Archaeological Advisory Committee	90,000.00
Maine Maritime Academy	30,000.00
Poland Spring Preservation Society	69,000.00
Rangeley Public Library	5,000.00
Society for the Preservation of New England Antiquities	20,500.00
Town of Standish	12,500.00
Washburn-Norlands Foundation, Inc., Livermore Falls	57,000.00
York Landmarks, Inc.	35,000.00
TOTAL	$673,000.00

PUBLICATIONS:

The following booklets are part of a continuing series documenting Maine's historic, architectural and archaeological heritage. Sponsored by the Maine Historic Preservation Commission, each study may be ordered free of charge on a one per person basis by sending 50¢ for postage and handling to the Maine Historic Preservation Commission, 242 State Street, Augusta, Maine 04333.

Archaeology in Maine (1978)
Beard, Frank A., *200 Years of Maine Housing: A Guide for the House Watcher* (1976)
Mundy, James H. and Shettleworth, Earle G., Jr., *The Flight of the Grand Eagle: Charles G. Bryant, Maine Architect and Adventurer* (1977)
Bradley, Robert L., *Maine's First Buildings: The Architecture of Settlement* (1978)
Sanger, David, *Discovering Maine's Archaeological Heritage* (1979)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HISTORIC PRESERVATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	77,185		77,185			
Bal Brt Fwd— Encumbered	3,570		3,570			
Revenue From Federal Govt	435,166				435,166	
Fees Charged for Services	4,000		4,000			
Legislative Approp/Alloc	28,650	28,650				
Adjustment of Balance Fwd			—80,755		80,755	
Transfers—Non-Federal $	3,885	3,885				
Transfers—Federal $	—21,638				—21,638	
TOTAL RESOURCES	530,818	32,535	4,000		494,283	
EXPENDITURES						
Salaries and Wages	58,443	24,752			33,691	
State Share of Retirement	6,881	2,832			4,049	
Prof Service, Not By State	841				841	
Travel Expenses, In State	4,208	1,587			2,621	
Utilities	2,888				2,888	
Rents	50				50	
Repairs	35	35				
Insurance	1,760	1,381			379	
General Operating Expense	9,518	1,133			8,385	
Other Supplies	723	307			416	
Grants to Pub. & Priv. Orgs.	425,365				425,365	
Trans. to Gen. Fund Sta-Cap	3,598				3,598	
TOTAL EXPENDITURES	514,310	32,027			482,283	

GOVERNOR BAXTER STATE SCHOOL FOR THE DEAF

JOSEPH P. YOUNGS, JR., SUPERINTENDENT
WILLIAM J. DUNNING, Business Manager

Central Office: *Telephone:* 781-3165
Location: Mackworth Island, Falmouth
Mail Address: P.O. Box 799, Portland, Maine 04104

Established: 1876 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 05; *Unit:* 090; *Unit Citation:* 34 M.R.S.A., Sect. 2901

Average Count—All Positions: 100 *Permanent Legislative Count:* 113

PURPOSE: The primary goal of the Governor Baxter State School for the Deaf as stated in the Education Laws is to educate and instruct deaf children. Specifically, the School seeks to provide a comprehensive primary, elementary and secondary education program for approximately one hundred fifty deaf boys and girls, to assist these children in developing communication skills in the area of speech, speechreading, fingerspelling, sign language, audition, and especially, reading and written language, and to provide a residential setting that is both wholesome and conducive to learning for the deaf children who cannot receive their education at home.

The Governor Baxter State School for the Deaf was created to educate children with a degree of hearing loss sufficiently severe as to interfere with their being educated in public schools. Pupils are enrolled in classes starting with kindergarten and going through the twelfth grade. Classes include academic and vocational programs.

ORGANIZATION: The Governor Baxter State School for the Deaf had its origin as the Portland School for the Deaf, which was founded in 1876. It was operated as a part of the Portland School System until 1897. At that time, the City of Portland deeded the land and buildings on Spring Street to the State of Maine and the School became known as the Maine School for the Deaf within the Department of Institutions.

Former Governor Percival P. Baxter donated Mackworth Island to the State of Maine in 1943. Later he was influenced by deaf persons to help find a new home for the school when it had outgrown its Spring Street location. In 1953 the Legislature granted funds for the construction of a new school and, along with funds donated by former Governor Baxter, the school was constructed on Mackworth Island.

When the Bureau of Institutions was dissolved, the school was placed in the Department of Mental Health and Corrections where it remained until the most recent transfer to the Department of Educational and Cultural Services.

PROGRAM: The Governor Baxter State School for the Deaf is accredited by the Conference of Executives of American Schools for the Deaf, and offers a diversified program. The nursery program provides for the development of communication and language skills, plus personal growth and socialization; there were approximately twelve children in the program with ages ranging from eighteen months to six years. The elementary program provides for seven classrooms with fifty-four children, to teach basic elementary education, including math, science, reading and social studies. The middle school provides for five classrooms with thirty-four children. The basic aim of this program is to assist the children in the acquisition of the traditional learning skills and to prepare them for higher levels of study in the high school department. The high school department has four classes of forty-two students. It offers a three track program: college preparatory, general and vocational studies, and special studies.

Special Services. A special education program has been set up for five multiply-handicapped deaf children. These children require intensive and individualized programs aimed at developing social competency and a sense of personal worth along with some basic educational and communication skills. The vocational department provides for industrial training in graphic arts and woodworking, art, driver education, typing and office practice, homemaking, independent living and work study and work experience programs. In addition to an ongoing speech development program offered by regular classroom teachers of the deaf, students also receive specialized speech correction and therapy from a qualified therapist. A speech coordinator ensures the continuity of the teaching of speech, evaluates progress, and manages the individual speech therapy program.

With a grant under Public Law 94-142, an additional class was continued for severely educationally-retarded deaf children. There were six pupils in this class, each pupil requiring an individualized special program and functioning at a very basic academic level. This is a pilot program in which the children appear to be making progress albeit slow and extremely limited.

Library. The school library serves as a focal point for the entire school program. Media services are available for all teachers with captioned educational films, filmstrips, study guides and equipment for development of teacher-made materials. Each teacher has an overhead projector and automatic filmstrip projector. In addition, programmed learning materials are available for classroom use and use by children.

Physical Education. Throughout the year, comprehensive daily physical education is provided for every deaf child, preprimary through the twelfth grade. Sports, interscholastic and intramural sports activities are carried from elementary through high school levels. Such carry-over sports as golf, swimming, bowling and tennis receive special emphasis.

Infirmary. An infirmary staffed by a registered nurse and four L.P.N.'s provides around-the-clock emergency service for all children in residence. The basic goal is prevention. Children suspected of communicable illnesses are separated from their peers in the residence hall and are retained in the infirmary. A minor dental program is incorporated into the health services and a pediatrician is on call for emergencies. A full time staff audiologist performs necessary audiological services for all children presently enrolled in the school.

Residency. The majority of the pupils reside at the School. Many go home for weekends and all go home for required vacation periods. Three residential halls employing thirty-two dormitory houseparents provide for development of social growth, recreation, personal hygiene and emotional growth.

During FY 79, an ongoing staff development program for after-class staff personnel as well as personnel from supportive services focused attention on child management. A human services worker provided excellent parental guidance and intra-social liaison and student counseling.

Mainstreaming. From time to time, certain children develop increased competency in auditory perception and in their communication skills to warrant mainstreaming into the regular classrooms of their communities. Each year, some children are thus referred back to the communities to complete their educational programs. In 1979, seven pupils graduated from the Governor Baxter State School for the Deaf.

A week long, in-service Preschool Parent Institute was held following the regular school program. Six hearing-impaired students, their parents, siblings, and other interested persons were involved.

Pupil Evaluation Teams (PET). In compliance with state laws, close cooperation is maintained with local school districts' Pupil Evaluation Teams (PET). This requires an Individual Education Plan for every pupil in the school which must be approved by the PET and the parents of the deaf children. Much time and effort is going into the development of this program. As the schools begin to develop closer cooperation and teamwork, it is anticipated that the deaf children in the State of Maine will receive their education in an appropriate setting for optimal promise of success.

LICENSES, PERMITS, ETC.:

High School Diploma. (The school is approved by the State of Maine and the Council on Education for the Deaf.)

PUBLICATIONS:

"NEWS" published five times a year (October, December, February, April and June). (Free) School magazine giving pertinent information regarding the School, and in the area of education of the deaf.

Speech Course of Study —syllabus for teaching speech to the deaf: $5.50

Information brochures—free

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GOVERNOR BAXTER STATE SCHOOL FOR THE DEAF	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	31,618		32,153		—535	
Bal Brt Fwd— Encumbered	31,461	30,926			535	
Legislative Approp/Alloc	1,354,900	1,354,900				
Adjustment of Balance Fwd	—303	—303	—32,152		32,152	
Transfers—Non-Federal $	66,339	66,339				
Transfers—Federal $	102,726				102,726	
TOTAL RESOURCES	1,586,741	1,451,862	1		134,878	
EXPENDITURES						
Salaries and Wages	1,122,150	1,058,466			63,684	
State Share of Retirement	133,084	125,539			7,545	
Prof Service, Not By State	6,857	6,857				
Other Prof Serv., By State	20	20				
Travel Expenses, In-State	752	752				
Travel Expense, Out-State	403	403				
Operation—State Vehicles	6,284	6,284				
Utilities	41,409	41,409				
Rents	53	53				
Repairs	5,498	5,498				
Insurance	31,171	29,322			1,849	
General Operating Expense	10,204	9,664			540	
Food	35,834	18,975			16,859	
Fuel	39,094	39,094				
Other Supplies	30,370	29,303			1,067	
Pensions	9,726	9,726				
Equipment Purchases	56,431	56,193			238	
Trans to Gen Fund Sta-Cap	756				756	
TOTAL EXPENDITURES	1,530,096	1,437,558			92,538	

MAINE ADVISORY COUNCIL ON VOCATIONAL EDUCATION

ALFRED M. SAVIGNANO, CHAIRMAN
CHRISTINE SZIGETI-JOHNSON, Executive Director

Central Office: *Telephone:* 622-4709
Location: 1 Memorial Circle, Augusta *Floor:* 4
Mail Address: 1 Memorial Circle, PO Box 17, Augusta, Maine 04330

Established: 1969 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 05; *Unit:* 091; *Unit Citation:* 1969 Exec. Order 07-69

Average Count—All Positions: 3 *Permanent Legislative Count:* 0

PURPOSE: The Maine Advisory Council on Vocational Education implements all duties required by P.L. 90-576, which includes the following: advising the State Board of Education on the development of the State Plan for Vocational Education and policy matters arising in the administration of the State plan submitted pursuant to Public Law 90-576, including the preparation of long-range and annual program plans; evaluating vocational education programs, services, and activities under the State plan, and publishing and distributing the results thereof. The Council prepares and submits, through the State Board of Education, to the United States Commissioner of Education and to the National Advisory Council an annual evaluation report, accompanied by such additional comments of the State Board as the State Board deems appropriate, which (1) evaluates the effectiveness of vocational education programs, services, and activities carried out in the year under review in meeting the program objectives set forth in the long-range program plan and the annual program plan, and (2) recommends such changes as may be warranted by the evaluation. And the Council must prepare and submit within 60 days after its certification to the U.S. Commissioner of Education, pursuant to paragraph (c) an annual budget covering the proposed expenditures of the State advisory council and its staff for the following fiscal year.

ORGANIZATION: The members of the Maine Advisory Council on Vocational Education are appointed by the Governor to represent a legal minimum of 19 categories of groups concerned with vocational education policy. There were 22 members during FY 79, 11 whose terms would expire in one year, 9 whose terms would expire in two years, and 2 whose terms would expire in three years. The staff consists of the executive director, staff assistant and office manager. The Maine Advisory Council on Vocational Education serves as a policy advisory group to the State Board of Education.

PROGRAM: During FY 79 the Maine Advisory Council on Vocational Education's (MACVE) major activities included: sponsoring a public hearing; monitoring the progress of vocational education legislation in Congress and in the Maine Legislature; continuing visits by members and staff to Maine's vocational schools; assisting in the development of state plans for vocational education through the State Plan Advisory Committee; participating in the activities of the Post-secondary Education Commission of Maine (PECOM), the State Employment and Training Council (SETC), and the State Advisory Council for Career Education through MACVE's representatives on those bodies. In addition, MACVE drew up a Council work plan for fiscal year 1979 which determines MACVE's own priorities and outlines how the Council will try to implement those priorities in light of its responsibilities under the 1976 Vocational Education Amendments.

PUBLICATIONS:

1978 Annual Report
1977 Annual Report
1976 Annual Report
Serving Employers
Public Opinion Survey

All publications are free.

FINANCES, FISCAL YEAR 1979: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE EDUCATION COUNCIL

CLYDE BARTLETT, CHAIRMAN

Central Office: *Telephone:* 799-3576
Location: 37 Day Street, So. Portland
Mail Address: 37 Day Street, So. Portland, Maine 04106

Established: 1967 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 05; *Unit:* 092; *Unit Citation:* 20 M.R.S.A., Sect. 2921

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Council may consider any and all matters relating to public educational policy, matters relating to the Education Commission of the States, and the activities of the members in representing this State at the meeting of the Education Commission of the States.

ORGANIZATION: The Maine Education Council is composed of the members of the Education Commission of the States representing this State, and 7 other persons appointed by the Governor. These 7 others can attend the annual meeting of the Education Commission of the States as observers only.

Upon the expiration of each term the appointment shall be for 3 years and vacancies are filled for the full term. The appointees are selected so as to be broadly representative of professional and lay interest within this State having the responsibilities for knowledge with respect to, and interest in, educational matters. The chairman is designated by the Governor from among its members. The Council meets on the call of its chairman or at the request of a majority of its members, but in any event, the Council shall meet not less than 3 times in each year.

PROGRAM: The major activity and expenditures of the Council is the attendance of members of the Council at the annual meeting of the Education Commission of the States where the seven commissioners have voting powers.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $12,410 in FY 79 and are, by administrative decision, included with those of the Department of Educational and Cultural Services.

ADVISORY COMMITTEE ON MEDICAL EDUCATION

FRED A. DOUGLAS, DIRECTOR, HIGHER EDUCATION SERVICES

Central Office: *Telephone:* 289-2541
Location: Education Building, Augusta *Floor:* 2
Mail Address: Statehouse, Augusta, Maine 04333

Established: May 1978 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 05; *Unit:* 093; *Unit Citation:* 20 M.R.S.A., Sect. 2277

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The purpose for the establishment of an Advisory Committee on Medical Education is to advise the Commissioner of Educational and Cultural Services in the development of a plan for medical education as such relates to the New England Regional Compact for Education. This plan is to include the development of a coordinated mechanism for the administration of the compact, the projected number of student spaces needed and projected costs over the next 10 years in all professional health fields, recommendations for the future need of the professional health contract program, the development of sites for student clinical training, the percentage of the total number expended for the purchase of the space at the contract schools that will return with the student undertaking clinical education in Maine, development of incentives to practice in primary care and underserved areas and recommendations for utilizing contract funds to provide assistance to Maine residency programs.

ORGANIZATION: The Advisory Committee on Medical Education consists of 15 members who shall be recommended by the Commissioner to the Joint Standing Committee on Education for its final approval. Membership shall be appointed for a 2 year term. Of the members first appointed by the Commissioner, 8 members shall be appointed for 2 years and 7 members shall be appointed for one year. In the case of any vacancies or resignations, the Commissioner recommends names to the Joint Standing Committee on Education to fill the vacancies until the expiration of their terms. Membership of the Advisory Committee includes representatives from those health care agencies and associations, public and private, whose activities are relevant to the objectives of the plan, as determined by the Commissioner of Educational and Cultural Services.

PROGRAM: During FY 79, the Advisory Committee on Medical Education initiated discussion on a variety of topics of concern and made recommendations on each to the Commissioner of Educational and Cultural Services. These topics included: contracts with schools of veterinary medicine, the number of contract spaces needed to be purchased under the Post-Graduate Health Professions Program, the distribution of contract spaces in allopathic medicine, and payback provisions for Maine contract dental students.

Short and long range goals were identified and priorities for meeting the goals were established. Present and future attention is and will be given to educational policy issues and health manpower issues as these relate to the Regional Compact for Education and the Post-Graduate Health Professions Program. Research and statistical studies have been made and such will need to be studied to determine how to utilize available data to effectively address vital issues.

PUBLICATIONS: Status Report—Advisory Committee on Medical Education June 1, 1979

FINANCES, FISCAL YEAR 1979: The Advisory Committee on Medical Education has appropriated no funds and, therefore, had no expenditures for FY 79.

MAINE MARITIME ACADEMY

JOHN A. PLATZ, PRESIDENT, BOARD OF TRUSTEES
REAR ADMIRAL E. A. RODGERS, Superintendent

Central Office: *Telephone:* 326-4311
Location: Castine, Maine
Mail Address: Castine, Maine 04421

Established: 1941 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 75; *Unit:* 370; *Unit Citation:* 1941 P&SL Chap. 37

Average Count—All Positions: 155 *Permanent Legislative Count:* N.A.

Organizational Units:
Board of Trustees
Board of Visitors
Office of the Superintendent
Academic Division
Administrative Division
Student Affairs Division
Practical Training Division

PURPOSE: The mission of the Maine Maritime Academy is to carry on Maine's heritage of the sea by providing for young men and young women as U.S. Maritime Service Cadets, a comprehensive course of instruction and training in a professional, intellectual, and military environment which will qualify them for leadership as officers in the U.S. Merchant Marine and in the U.S. Naval Reserve and as responsible citizens in society. In achieving this goal, the objectives of the Academy are to give students the professional training and academic background necessary for licenses in the U.S. Merchant Marine, and baccalaureate degrees and commissions in the U.S. Naval Reserve; to provide a program of sufficient depth to prepare graduates to become leaders in the maritime industry both at sea and ashore; to develop in students a strong sense of duty, honor, and service to their country and to their profession; to develop in students the self-discipline and stamina needed for professional careers; and to stimulate in students an intellectual curiosity in the natural and social sciences and the humanities.

ORGANIZATION: The Maine Maritime Academy is organizationally structured to fulfill its mission in basically the same manner as it was originally conceived in 1941. Although the Academy is now coeducational, its basic mission and objectives remain unchanged. The curriculum has expanded from the wartime emergency of eighteen months (1941-1945) to two years (1946), three years (1948-1959), and four years (1960 to the present). Under the policy guidance furnished by the Board of Trustees, the Superintendent of the Academy is the principal executive, being assisted by four principal division heads, each of whom oversees his respective operating departments. The operation of the Academy is subject to review by the Federal Government through the Maritime Administration of the Department of Commerce, being governed by the regulations prescribed in General Order 87 of that agency. Fiscally, the Academy is supported by State appropriations, student fees and a subsidy of $100,000 from the Maritime Administration. The Training Ship, *State of Maine*, is made available to the Academy by the Maritime Administration, which furnishes funding for major upkeep and repairs. The Academy funds the cost of operating the ship on the training cruise and while in port in Castine from its operating budget.

The Academy, through its Board of Trustees, is empowered to provide and maintain a nautical school for the instruction of students in the science and practice of navigation and in practical seamanship, steam, diesel and electrical engineering, radio and radio communication, and of ship operation, ship construction, and ship and boat design; to provide books, stationary apparatus and other supplies; to hire instructors and other employees, determine compensation, establish charges for students, regulate and manage the school, acquire and dispose of property, and arrange for actual sea experience for its students; to borrow money not in excess of $4,000,000 in the aggregate at any time outstanding for the construction of any buildings, improvement, or equipment; and to mortgage its property and pledge its revenues.

PROGRAM: Academy enrollment at the beginning of the fall term, September 1978, stood at 640. Of these, 146 were seniors, 147 juniors, 165 sophomores and 182 freshmen. The student body included 6 women. Students from the State of Maine numbered 365 or 57% of the total. There were 273 students from other states and protected territories and 2 students from Liberia. Bachelors degrees were awarded to 146 students.

Academy graduates continue to enjoy a wide variety of employment opportunities in maritime commerce, off-shore industries and marine related shore-side positions. All graduates desiring employment had been offered positions prior to or immediately after graduation. Any who were unemployed were so from preference or because they had not completed licensing requirements.

The annual cruise of the *State of Maine* began at Castine on May 1. The ship visited the ports of Norfolk, St. Georges, Bermuda, Port Everglades, Portland and New York City before returning to Castine on July 2. While at Norfolk senior students participated in navy fire fighting and damage control training. In New York City the training ship participated in the parade of ships which was held on June 30.

Construction continued throughout the year, reaching substantial completion in early June on the $1,100,000 library addition, largely financed by a $826,000 grant from the Economic Development Administration Local Public Works and Capital Development program. The library is expected to be fully operational with the beginning of the fall term in September 1979. Plans provide for the conversion of the former dormitory building, Leavitt Hall, into the academy's administrative and advanced maritime studies center. A grant of $200,000 from the Kresge Foundation, matched by $400,000 from state funds, and an additional $800,000 in private donations and loans will assure that construction can commence this fall. With the completion of the Leavitt Hall project in 1980, the academy will be able to expand its services to the community as well as the maritime industry. It will also release additional space in the present library building currently occupied by administrative offices.

Evening programs during the fall and spring terms and an extensive array of courses and special meetings occupy an increasing place in the academy routine, as wider opportunities for adult study and community interests are accommodated at the academy. The addition of these programs assures year-round utilization of the academy facilities.

Student demand for admission continues at an increasing level. The entering freshman class in late August of 1979 is expected to number 190, of whom 11 are expected to be female. There will be an additional 3 students from Liberia. Approximately 70% of the incoming freshman class will be from the State of Maine.

PUBLICATIONS:

Maine Maritime Academy Catalog	(no charge)
Maine Maritime Academy—The Formative Years 1941-1966 by Howard C. Jordan	$5.00

FINANCES, FISCAL YEAR 1979: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

MAINE MARITIME ACADEMY
STATEMENT OF CURRENT FUND REVENUES, EXPENDITURES AND TRANSFERS
FISCAL YEAR 1979

	Unrestricted	Restricted	Total
REVENUES:			
Tuition and fees	$1,276,724		$1,276,724
Federal Appropriations	100,000		100,000
State Appropriations	1,973,793	75,802	2,049,595
Federal Grants & Contracts	46,041	98,545	144,586
Private Gifts, Grants & Contracts	51,218	16,459	67,677
Auxiliary enterprises	1,809,017		1,809,017
Other sources	137,491		137,491
Total current fund revenues	5,394,284	190,806	5,585,090
EXPENDITURES AND MANDATORY TRANSFERS			
Education and General			
Instruction	1,358,896	30,485	1,380,891
Public Service	35,225	11,585	55,300
Academic support	277,922	12,905	290,827
Student services	467,460	14,105	481,565
Institutional support	874,888	16,274	891,162
Operation and maintenance of plant	722,884	41,531	764,415
Scholarships and waivers	8,669	28,350	37,019
Total educational and general	3,745,944	155,235	3,901,179
Mandatory transfers for:			
Principal and interest	44,863		44,863
Loan fund matching grants	2,391		2,391
Total educational and general	3,793,198	155,235	3,948,433
Auxiliary Enterprises			
Expenditures	1,377,041	35,571	1,412,612
Mandatory transfers for			
Principal and interest	175,044		175,044
Renewals and replacements	8,700		8,700
Total auxiliary enterprises	1,560,785	35,571	1,596,356
Total expenditures & mandatory transfer	5,353,983	190,806	5,544,789
Other Transfers and Additions/(deductions)			
Non-Mandatory transfers for:			
Transfer sinking fund	(22,269)		(22,269)
Gifts applied	(11,809)		(11,809)
Restricted exp. over transfers to revenues		(20,959)	(20,959)
Net unexpended revenues	$ 6,223	(20,959)	(14,736)

BOARD OF TRUSTEES UNIVERSITY OF MAINE

FRANCIS A. BROWN, CHAIRMAN
PATRICK E. McCARTHY, Chancellor

Central Office: *Telephone:* 947-0336
Location: 107 Maine Ave., Univ. of Maine, Bangor
Mail Address: 107 Maine Ave., Univ. of Maine, Bangor, Maine 04401

Established: 1865 *Sunset Review Required by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 78; *Unit:* 421; *Unit Citation:* 1967 P&SL Chap. 229

Average Count—All Positions: 3,515

Organizational Units:

- Board of Trustees
- Office of the Chancellor
- System-Wide Services
- University of Maine at Augusta (UMA)
- University of Maine at Farmington (UMF)
- University of Maine at Fort Kent (UMFK)
- University of Maine at Machias (UMM)
- University of Maine at Orono (UMO)
- University of Southern Maine (USM)
- University of Maine at Presque Isle (UMPI)
- Maine Public Broadcasting Network (MPBN)

PURPOSE: The University of Maine is the state University of Maine. It provides undergraduate, graduate and professional education in a variety of fields, conducts research and performs public service for the people of the State.

The University of Maine was established to "develop, maintain and support a structure of public higher education in the State of Maine which will assure the most cohesive system possible for planning, action and service in providing higher education opportunities..." (M.R.S.A., Title 20, § 2251). Its Board of Trustees is authorized to provide through its institutions an organized program of instruction, research and service and award academic degrees; to ensure the academic freedom of its faculty; to recognize the eligibility of all Maine citizens with high school diplomas or equivalent for the benefits of higher education; to assign a high priority of funds to programs in support of citizens considered economically, educationally, socially and culturally disadvantaged; to research and evaluate the effectiveness of the delivery of higher education opportunities; to maximize the use of federal funds to further the mission of the University; and to make effective use of available resources for the operation of programs for the non-traditional, part-time learner.

Further, the Board of Trustees is empowered by its charter to appoint a chancellor as chief administrative and education officer and, on the nomination of the chancellor, appoint campus Presidents; approve and prepare the operating and capital budgets of the University; accept the responsibility for governance and planning for public higher education; enter into contracts with the State and municipalities; appoint instructional personnel; establish the qualifications for admission; establish a college of medicine; and annually report all receipts and expenditures on account to the Legislature.

ORGANIZATION: The University of Maine dates back to 1865—the year in which the State of Maine created a corporation to administer the affairs of the original land-grant college established in Orono under the provisions of the Morrill Act of 1862. Called the State College of Agriculture and the Mechanic Arts during its early years, the institution was redesignated as the University of Maine in 1897. The following year, a College of Law was established in Bangor where it operated as a unit of the University until 1920. The early land-grant institution was governed by a lay Board of Trustees and administered by an appointed president.

Throughout most of this 100 year period, the State also enjoyed the services of five state teachers colleges which were operated under the State Board of Education. Though known by other names during their early years, these schools—identified by their most recent titles—and their original dates of establishment were as follows:

Farmington State College	1863
Fort Kent State College	1887
Gorham State College	1878
Aroostook State College (Presque Isle)	1903
Washington State College (Machias)	1909

This organizational structure remained virtually unchanged until 1957, when the Portland branch of the University of Maine—then called the University of Maine in Portland—was established on the grounds of the former Portland Junior College. Four years later, the present School of Law came into being as the result of a merger between Portland University, a small private institution, and the University's Portland branch.

By 1967, the University had become increasingly aware of its statewide responsibility for providing higher education to a broader range of potential students. In order to fulfill this responsibility, an associate-degree program was developed in Augusta, and the second branch campus of a configuration that came to be known as OPAL—Orono, Portland, Augusta, Law School—was formed.

The most dramatic change for the University came about when the 103rd Legislature, recognizing the need for a more cohesive system of public higher education, voted to combine all units of the State College system and OPAL. The result was the creation of the consolidated University of Maine system in 1968, with a single Board of Trustees.

The Portland and Augusta branches remained under the Orono campus's administrative umbrella at the time of the 1968 merger, but Portland became a separate campus in 1970 and Augusta followed one year later. Portland and Gorham were made a single campus in 1972 and in 1978 the name was changed from University of Maine at Portland/Gorham to the University of Southern Maine.

PROGRAM:

Instruction. The University of Maine is a multi-campus system providing a comprehensive program of offerings. Program levels include the associate, baccalaureate, master's, certificate for advanced study and doctoral programs, including the professional degree in law. Academic programs include offerings in education, arts and sciences, agriculture, life sciences, business and engineering.

Fall 1979 enrollment in all University programs totaled 27,454 and 4,423 persons were awarded degrees in 1977/78. The growth in numbers of part-time and adult learners reflects significant changes in the missions of all of the campuses. While the full-time, day-time, campus-based and younger student is still central in the Trustees' concerns and plans, the new emphasis on part-time learners must lead to better integration of all types of students.

The University carries out its general mission to the State by assigning specific activities to each of its seven campuses and their respective academic and administrative units. These responsibilities have been established on the basis of such criteria as: 1) insuring a solid core of general studies; 2) building centers of excellence and expertise in specialized fields; and 3) responding to the unique cultural, agricultural and industrial needs of regions.

Public Service. Public service is a significant component and the range of its activities has brought the University into closer contact with Maine residents through the use of campus facilities, research capabilities and faculty talent in direct support of community and individual needs throughout the State. Two major examples are reflected in the Cooperative Extension Service (CES) and the Maine Public Broadcasting Network (MPBN). CES is a product of federal, state and county governments and relates directly to the family, homemaker and youth by providing educational and informational assistance to individuals, families and communities. MPBN is licensed to the University of Maine Board of Trustees to provide a statewide public broadcasting network, both radio and television, for the transmission of broadcasting of a predominantly educational, cultural and informational nature. Public service activities are supported and encouraged on each campus and include the use of University faculty in elementary and secondary schools, direct aid by faculty experts to business and industry, the application of new research technologies and the communication of information of importance to the citizens of Maine.

Research. Research is encouraged on each of the campuses of the University as appropriate to that campus's portion of the University mission to expand skills, teaching and competence, to increase knowledge of Maine resources and to improve their utilization, and to assist local economy. Much research and development has proved extremely productive and useful. The achievements of the New Enterprise Institute, the Darling Center, the Social Science Research Institute and the two major Centers for research at Orono and at Southern Maine have made an impressive record in both basic and applied research activity. Responding to both community and individual requests, the results of University research have unquestionably benefitted Maine's business, agriculture and government.

UNIVERSITY OF MAINE
FULL-TIME REGULAR EMPLOYEES
OCTOBER 1978

BY EMPLOYEE CATEGORY	
Faculty	901
Professional and Administrative	888
Classified	1,811
Total	3,600
BY SOURCE OF FUNDING	
Educational and General	2,484
Auxiliary Enterprise	499
Restricted	617
Total	3,600

PUBLICATIONS:

(1) *Improving The University of Maine,* A Report of The Trustee ad hoc Committee on Academic Planning, March 1977—(Free).
(2) *The Chancellor's Report,* University of Maine—(Free).
(3) Chancellor's Newsletter, University of Maine
(4) University College of Education, University of Maine, May, 1978
(5) Academic Plan for the University of Southern Maine, July, 1978
(6) University Center for Marine Studies, University of Maine at Orono, February, 1978
(7) Plan of Action, Continuing Education, University of Maine, October, 1977
(8) Report: Cooperative Extension Service Programs, July, 1977

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
JUNE 30, 1979

The significant accounting policies followed by the University of Maine are described below to enhance the usefulness of the financial statements to the reader.

Modified Accrual Basis. The financial statements of the University have been prepared on the modified accrual basis. The statement of current fund revenues, expenditures and transfers is a statement of financial activities of the current funds related to the current reporting period. It does not purport to present the results of operations or the net income or loss for the period as would a statement of income or a statement of revenues and expenses.

To the extent that current funds are used to finance other fund groups, the amounts so provided are accounted for as (1) mandatory transfers, in the case of required provisions for matching loan funds or provisions for debt amortization; and (2) transfers of a non-mandatory nature in all other cases.

Fund Accounting. The University follows fund accounting procedures by which resources for various purposes are classified for accounting and reporting purposes in accordance with activities or objectives as specified by donors. This is done in accordance with regulations, restrictions, or limitations imposed by donors or sponsoring agencies outside the institution, or in accordance with directives issued by the Board of Trustees.

A fund is a self-balancing set of accounts for recording assets, liabilities, a fund balance, and changes in the fund balance. Separate accounts are maintained for each fund group to insure compliance with limitations and restrictions placed on the use of resources.

Current Unrestricted General Funds, derived from educational and general operations of the University and from appropriations, gifts and grants, may be used at the discretion of the Board of Trustees or their designates to meet current expenditures for any purpose.

Current Designated Funds are Unrestricted Funds for which the University's Board of Trustees or management stipulates a specific use, thereby "designating" them for that purpose only. However, the Board of Trustees may change the designation at any time and redesignate the funds for some other use.

Current Restricted Funds, derived from appropriations, gifts, grants and matching funds provided by the University, may be used only to meet current expenditures for the purposes specifically identified by the donor or other sponsoring agencies.

Loan Funds, derived from Federal or State appropriations and grants, gifts, and matching funds provided by the University, may be used only for providing loans to students and others specified by the donors or other sponsoring agencies.

Endowment Funds are subject to the restrictions of gift instruments requiring that the principal be invested and only the income be used to meet current expenditures. Term endowment funds are similar to endowment funds except that upon the passage of a stated period of time or the occurrence of a particular event, all or part of the principal may be expended. While quasi-endowment funds have been established by the governing board for the same purposes as endowment funds, any portion of quasi-endowment funds may be expended.

Plant Funds, derived from appropriations, gifts, grants and University funds so designated by the Board of Trustees, may be used only to meet expenditures for construction of physical facilities and retirement of indebtedness arising therefrom.

Appropriated Current Fund Balance. The appropriated current fund balance is comprised principally of accumulated operating surpluses or deficits of auxiliary enterprises, together with other balances of reserves which are allocated and available for future use in connection with the purposes for which they were approved by the Board of Trustees.

Restricted Gifts and Grants. The University records gifts and grants received as additions to restricted funds at the time the services required to fulfill the terms of the grant are performed or the funds are received. At the time these gifts and grants are expended, a corresponding amount is reported as restricted revenues in the Statement of Current Fund Revenues, Expenditures and Transfers.

Endowment Fund Investments. Endowment Fund Investments and investment activity are recorded at market value. Fluctuations in market value are reflected in the financial statements as unrealized gain or loss on investments.

The University follows the pooled investment concept for its endowments whereby all invested funds are included in one investment pool except for investments of certain endowment funds that are otherwise restricted. Investment income is allocated to each fund participating in the pool based on its pro rata share of the pool.

Investment in Plant. Plant assets are stated at cost when purchased or constructed or at fair market value when acquired by gift. In accordance with the practice generally followed by colleges or universities, no provision for depreciation has been recorded in the accounts.

Funds for Retirement of Indebtedness. The University transfers a portion of the revenue received from housing, dining and other auxiliary enterprise activities to a plant fund reserve which is used to repay auxiliary enterprise bonded indebtedness.

Other Significant Accounting Policies. Other significant accounting policies are set forth in the financial statements and the notes thereto.

FINANCES, FISCAL YEAR 1979: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

UNIVERSITY OF MAINE
STATEMENT OF CURRENT FUND REVENUES, EXPENDITURES AND TRANSFERS
FOR THE YEAR ENDED JUNE 30, 1979

	1979			
	Unrestricted			
	General	Designated	Restricted	Total
REVENUES:				
Educational and general—				
Tuition and fees	$20,904,483	$ —	$ —	$ 20,904,483
Governmental appropriations-state	37,754,928	—	833.257	38,588,185
Governmental appropriations-federal	216,397	—	2,350,833	3,567,230
Governmental grants and contracts-state	83,000	82,142	3,210,417	3,375,559
Governmental grants and contracts-federal	—	—	15,452,116	15,452,116
Private gifts, grants and contracts	—	225,453	2,885,179	3,110,632
Endowment income	15,486	167,581	388,323	571,390
Recovery of indirect costs	2,110,568	—	13,631	2,124,199
Sales and services of educational activities	1,044,480	1,122,878	189,251	2,356,609
Other sources	1,527,371	531,000	227,456	2,285,827
Total educational and general	$63,656,713	$2,129,054	$26,550,463	$ 92,336,230
Sales and services of auxiliary enterprises	19,194,643	—	—	19,194,643
Total revenues	$82,851,356	$2,129,054	$26,550,463	$111,530,873
EXPENDITURES AND MANDATORY TRANSFERS:				
Educational and general—				
Instruction	$28,574,864	$ 822,879	$ 3,599,836	$ 32,997,579
Research	3,166,819	452,311	7,253,184	10,872,314
Public service	2,088,724	263,929	6,624,666	8,977,319
Academic support	6,434,383	78,915	701,796	7,215,094
Student services	5,403,938	372,055	17,462	5,793,455
Institutional support	7,036,238	268,515	205,340	7,510,093
Operation and maintenance of plant	8,507,583	1,189	—	8,508,772
Student aid	1,270,759	23,949	8,148,179	9,442,887
Mandatory transfers for loan funds	301,175	—	—	301,175
Total educational and general expenditures and mandatory transfers	$62,784,483	$2,283,742	$26,550,463	$ 91,618,688
Auxiliary Enterprises—				
Expenditures	$17,115,855	—		$ 17,115,855
Mandatory transfers for retirement of indebtedness	1,294,766	—		1,294,766
Total auxiliary enterprises	$18,410,621	—		$ 18,410,621
OTHER TRANSFERS:				
Current funds-appropriated	$ 722,236	$ —		$ 722,236
Current funds-designated (Note 1)	(220,313)	(154,688)		(375,001)
Current funds-restricted	195,993	—		195,993
Plant funds—unexpended	517,131	—		517,131
Plant funds-retirement of indebtedness	141,336	—		141,336
Total transfers	$ 1,356,383	$ (154,688)		$ 1,201,695
Excess of revenues over expenditures and transfers	$ 299,869			$ 299,869

BUREAU OF PUBLIC ADMINISTRATION

KATHRYN H. GODWIN, DIRECTOR

Central Office: *Telephone:* 581-7603
Location: University of Maine at Orono, Orono
Mail Address: 162 College Ave., Orono, Maine 04469

Established: 1965 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 78; *Unit:* 423; *Unit Citation:* 1965 P&SL Chap. 185

Average Count—All Positions: 8 *Permanent Legislative Count:* 0

PURPOSE: The Bureau of Public Administration (BPA) was established with a three-fold purpose: research, publication, and career development. Research activity is primarily a service of a fact-finding nature, in that problems of vital concern to state and local government personnel are investigated. These investigations result in published reports and analyses of the problem areas for use by governmental agencies and interested citizens. Career development programs provide in-service educational opportunities to state and municipal employees and are designed to enhance governmental efficiency.

Today, the Bureau continues to focus its efforts on improving the quality of public management in Maine, and hence the delivery of public services to Maine citizens. It does this by assisting state and local officials in solving problems, making effective use of resources, adapting to change, defining objectives and evaluating results. BPA's aim is to help public officials do more than react to rapidly changing conditions and complex problems; it is to assist them in becoming creators rather than victims of circumstances.

ORGANIZATION: When first established, the Bureau of Public Administration (BPA) was a unit within the Department of Government at the University of Maine at Orono. Since, then, the Bureau has become an integral part of the Division of Research and Public Services, University of Maine at Orono, where it continues to serve the research and training needs of state and local government. The Director and two staff associates (one research and one training) lead the Bureau in meeting its responsibilities, assisted by other professional and support staff as needed.

PROGRAM: The Bureau of Public Administration provides an extensive management education program for public officials at both the state and local level. A wide variety of general management programs (Supervision, Management by Objectives, Communication Skills, etc.), are supplemented by technical, skill- oriented offerings (Public Speaking, Labor Relations, Personnel Practices, etc.). More recently, BPA has placed greater emphasis on tailoring specific educational efforts to the "in- house" organizational needs of municipalities and state agencies. With over 700 training offerings in fourteen years of existence, BPA is recognized as a leading agency in providing public management training in Maine.

In addition, BPA has expanded its applied research capability. Research activities focus on broad governmental policies and problems as well as more specific, short-term analyses of immediate problems. Financial management, recreation, special districts, tax exempt municipal properties, community development, and municipal manpower trends represent some current areas of BPA research. In most instances, research efforts result in published materials. These serve as curriculum resources, guidelines for legislative action, or continuing reference sources.

During the past fiscal year, research and training activities have continued in areas of great interest and need to state and local government personnel, especially regarding service level analysis, financial management, and elected officials training.

PUBLICATIONS:

Maine Local Government—A Handbook for Elected Officials. Laura E. Campbell, ed., April, 1978. $10.00

Cash Management for Small Communities. John G. DePalma, Quentin B. Spector, and Bruce E. Benway, March, 1978. No charge.

Charter Study Series. James J. Haag, et. al., 1970. $10.00 set of 5.

Zoning: An Overview, Ross Plambeck, Zoning Series No. 1, May, 1974, $2.50.

Zoning: The View of the Courts, Paul Braciotti, Zoning Series No. 2, May, 1975, $2.50.

Zoning: Roles and Relationships, Cynthia Brown, ed., Zoning Series No. 3, May, 1975, $2.50.

Zoning: The Code Enforcement Officer, Laura E. Campbell, Zoning Series No. 4, May, 1975, $2.50.

Zoning: The Board of Appeals, Paul Braciotti and Cynthia Schacht, Zoning Series No. 5, May, 1975, $2.50.

Complete publications list available upon request.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit are, by administrative decision, included with those of the Board of Trustees, University of Maine.

UNIVERSITY OF MAINE BLUEBERRY ADVISORY COMMITTEE

ROY ALLEN, CHAIRMAN
EDWARD H. PIPER, Secretary

Central Office: *Telephone:* 581-7422
Location: 6 Winslow Hall, UMO, Orono
Mail Address: 6 Winslow Hall, UMO, Orono, Maine 04469

Established: 1945 *Sunset Termination Scheduled to Start by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 78; *Unit:* 426; *Unit Citation:* 36 M.R.S.A., Sect. 4312

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The University of Maine Blueberry Advisory Committee was established to conserve and promote the prosperity and welfare of the blueberry industry of the State of Maine by conducting scientific investigations and extension work relating to the production, processing and marketing of Maine blueberries. The responsibility of the Advisory Committee is to advise the Maine Agricultural Experiment Station and the Agricultural Extension Service of the University of Maine in research and extension work relating to the production, processing and marketing of Maine blueberries. Funds to support this purpose are derived from a Blueberry Tax assessed at the rate of 2 mills-per-pound (growers' tax).

ORGANIZATION: The Blueberry Tax is one of the State's "industry" taxes, originally enacted in 1945 as a "grower's tax," with revenues dedicated to the Maine Agriculture Experiment Station and the Agricultural Extension Service of the University of Maine. The express purpose of the tax and the Advisory Committee was to conduct blueberry research and extension work through the University.

In practice, the University of Maine Blueberry Advisory Committee has appointed as its administrative secretary an officer of the University who also serves as secretary to the Maine Blueberry Commission. This arrangement provides coordination between the two operations of the Blueberry Tax program.

The University of Maine Blueberry Advisory Committee consists of 7 members, and is appointed by the President of the University of Maine. Each member is appointed for a term of 5 years. Vacancies are filled for unexpired terms and no member of the Committee may succeed himself.

PROGRAM: Blueberry Hill Farm serves as the base of operations for the field research conducted by the Maine Agricultural Experiment Station unit of the University of Maine.

As a result of previous research and an effective Extension program, growers are very rapidly adopting new technology for the control of grass and weeds in blueberry fields. A new weed roller has been developed for the application of herbicides. All indications point to significantly increased yields per acre. While there has been a decreased emphasis on blueberry breeding, the Experiment Station has developed a cooperative arrangement with Canadian researchers to evaluate new plant material and cultural practices being developed in Canada.

Other research continues on better methods to control insects, diseases, and cultural practices to further improve plant stand and yields from blueberry fields. Emphasis is being given to improving the plant stand and more intensive cultural practices. New research has been initiated to conserve energy by mechanical methods of pruning blueberries rather than by burning them with fuel oil.

PUBLICATIONS:

Blueberry Newsletter, issued monthly by the University of Maine, Cooperative Extension Service, Orono, Maine—Free

Free bulletins available from: Public Information—Central Services, University of Maine, Orono, Maine 04473.

No. EB 568, Regulating Soil Acidity in Blueberry Fields
S 479, Producing Blueberries in Maine
S 600, Controlling Lambkill in Low-Bush Blueberries
S 699, The Integrated Management of Low-Bush Blueberry Fields

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $25,000 in FY 79 and are, by administrative decision, included with those of the Maine Blueberry Commission.

EDUCATIONAL LEAVE ADVISORY BOARD

JADINE R. O'BRIEN, COMMISSIONER OF PERSONNEL
RICHARD S. HAWKINS, Executive Secretary

Central Office: *Telephone:* 289-2821
Location: State Office Bldg., Augusta *Floor:* 2
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 92; *Unit:* 284; *Unit Citation:* 5 M.R.S.A., Sect. 723

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Educational Leave Advisory Board was established to advise and consult with the Commissioner of Personnel to review and authorize all educational leave requests from classified and unclassified State employees for durations of more than one week; to establish procedures for applying, processing and granting of such educational leave and adopt other rules and regulations as necessary; and to maintain an up-to-date register of employees and their terms of leave.

ORGANIZATION: The Educational Leave Advisory Board, established in 1973, consists of three members, including the Commissioner of Personnel as Chairman, the Commissioner of Educational and Cultural Services, and one State employee appointed by the Governor, for a term of three years. Members of the board receive no compensation for their services.

PROGRAM: Throughout FY 1979 the Educational Leave Advisory Board received 23 requests for educational leave; the bulk of which were approved. While this year's requests maintained an emphasis on health and social services disciplines, overall they reflected a trend toward a broader spectrum of studies. Among those approved were: police administration, fish pathology, and soil technology. A unique course approved was Franco-American studies. This is designed to provide a base of knowledge, regarding this State's significant French subculture, for incorporation into school curricula on Maine history and current events.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: This unit is not authorized to receive or expend funds.

STATE GOVERNMENT INTERNSHIP PROGRAM ADVISORY COMMITTEE

KATHRYN H. GODWIN, CHAIRPERSON

Central Office: *Telephone:* 581-7603
Location: University of Maine at Orono, Orono
Mail Address: 162 College Avenue, Orono, Maine 04469

Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella: 92; Unit:* 354; *Unit Citation:* 5 M.R.S.A., Sect. 293

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The purposes of this Program are: to attract and select college students with ambition and talent for temporary internships within Maine State Government; to place each intern in a position of some responsibility where he/she can contribute ideas, enthusiasm and ingenuity while completing a project under the direction of a responsible State administrator; to encourage liaison between State Government and the various institutions of higher learning located within the State; and to formulate recommendations for improving the Internship Program and for attracting college graduates with outstanding potential into permanent positions of State employment.

ORGANIZATION: The State Government Internship Program Advisory Committee is comprised of the President of the Senate and Speaker of the House or their designated representatives; the Governor or his designated representative; the State Commissioner of Personnel; and the Director, Bureau of Public Administration. In addition one faculty member from each of 4 accredited, degree-granting institutions of higher learning in the State of Maine are appointed by the Director of the Bureau of Public Administration for 4-year terms. No faculty member is eligible to succeed himself if he has served a full 4-year term, nor can a faculty member be succeeded by another from the same institution. Vacancies are filled by the Director for the unexpired term. The members of the Internship Program Advisory Committee organize by electing a chairman and vice-chairman and serve without pay, but they shall be entitled to reimbursement for necessary expenses incurred in attending meetings called by the Bureau of Public Administration.

The State Government Internship Program is administered by the Bureau of Public Administration, University of Maine at Orono. With the advice of the Internship Advisory Committee, the Bureau of Public Administration plans, develops and puts into effect administrative guidelines, policies and operational procedures for interns and supervisors participating in the Internship Program.

PROGRAM: The 1979 State Government Internship Program was funded through C.E.T.A., i.e., the Governor's Special Set Aside Title III YETP Grant. The Internship Program enjoyed participation by forty (40) interns placed in State agencies throughout Maine.

Intern Outreach and Application. In mid-January all State agencies were provided information describing the Internship Program and outlining the procedures for requesting interns. During mid-March the Internship Program was advertised to potential applicants through a statewide news release and informational bulletins provided to all high schools, vocational schools, colleges and universities throughout Maine. Application by and preliminary screening of intern applicants was made at local CETA Prime Sponsor Intake and Assessment Centers to assure compliance with CETA guidelines.

Intern Selection. All eligible applications and worksites were reviewed by Bureau of Public Administration staff. Recommendations were presented to the Internship Program Advisory Committee for their review and final selection.

Worksites were chosen to allow participation of a wide variety of state agencies, to provide placements outside the Augusta area, to provide interesting and purposeful employment for interns and to satisfy employment interests of applicants.

Intern selection sought to allow participation by both men and women to strike a balance in participation by both college and non-college persons. Other selection criteria include geographical location, applicants' preference for types of employment, and education/work experience in relation to requirements of positions available.

Internship Experience. The internship experience began with an orientation session held for all interns and supervisors at which roles, responsibilities and expectations of interns and supervisors were discussed. All interns were considered "temporary, unclassified" employees of the State during the course of their internship and were paid a weekly salary of $130.

General coordination and supervision of the program was conducted by the Bureau of Public Administration with the advice and consent of the Internship Program Advisory Committee. Basic supervision of each intern was the responsibility of the agency in which the intern was placed.

Two formal meetings of each intern and his/her supervisor with the program coordinator were held throughout the summer. Numerous informal meetings were also held. A final luncheon was held on the last day of the program at which interns received a certificate, signed by the Governor and the Director of the Bureau of Public Administration, attesting to the satisfactory completion of the program.

Education Component. The educational component of the 1979 State Government Summer Internship Program will provide program participants an orientation day, presentations on career opportunities, and programs on interpersonal communication, writing skills and job-hunting skills.

The program began with a 1-day series of Round table discussions with ten resources representing career areas in both State government and the private sector. Interns then selected a personal career choice to pursue and Investigate throughout the summer. Career choices were explored through library research, interviews with professionals, as well as information gained from the career opportunities presentations.

In addition, interns were required to attend three 1-day workshops on inter-personal communication skills, writing skills, and job-hunting skills. Professionals were employed to develop and deliver these training programs.

PUBLICATIONS:

Maine State Government Internship Program, Summer 1977—annual report
Maine State Government Internship Program, Summer 1978—annual report
Maine State Government Internship Program, Summer 1979—annual report
All publications available upon request—no charge

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $10,389 (Administrative Costs) in FY 79 and are, by administrative decision, included with those of the (Office of) the Governor.

ADVISORY COMMITTEE ON MAINE PUBLIC BROADCASTING

EDWARD E. WINCHESTER, General Manager MPBN

Incoming WATS: 1-800-432-7831

Central Office: *Telephone:* 866-4493

Location: Alumni Hall, Univ. of Me., Orono

Mail Address: Alumni Hall, Univ. of Me., Orono, Maine 04469

Established: 1963 *Sunset Termination Scheduled to Start by:* June 30, 1988

Maine State Government Reference Manual Data:

Policy Area: 02; *Umbrella:* 92; *Unit:* 406; *Unit Citation:* 20 M.R.S.A., Sect. 2601

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Advisory Committee on Maine Public Broadcasting is rooted in the legislation which established the Maine Public Broadcasting Network Private and Special Law, Chapter 247, passed by the 100th Legislature, is entitled "An Act Providing for Construction of a Public Broadcasting Network for the State of Maine and the Issuance of not Exceeding One Million Five Hundred Thousand Dollars of State of Maine Bonds for Financing thereof."

Section 1 of the act, entitled, "Committee on Public Broadcasting", states "There is created an Advisory Committee on Public Broadcasting for the purpose of facilitating the development of public broadcasting in this State. The Advisory Committee on Maine Public Broadcasting shall consist of seven members to be appointed by the Governor with the advice and consent of the Council"...."One member of the Committee shall be a representative of the State Department of Education, one member of the Committee shall be a representative of the University of Maine, the remaining members shall be citizens of the State of Maine."..."Members of the Committee shall be reimbursed for their actual expenses necessarily incurred in the performance of their duties."

Section 3 of the act, entitled "Powers and Duties," states, "The Advisory Committee on Public Broadcasting is empowered and authorized to act as follows: to make such recommendations to the Trustees of the University of Maine as it deems necessary relating to the appointment of professional, clerical, and other assistants, location of public broadcasting stations, and construction and equipment of said stations; to give its advice to the Trustees of the University of Maine for the public broadcasting programs to be transmitted by the network.

The Governor alone now appoints the members of the committee, since the Executive Council has been abolished.

ORGANIZATION: Initially, the Advisory Committee on Maine Public Broadcasting provided the University of Maine Board of Trustees with specific information relating to the construction and development of Maine Public Broadcasting Network (MPBN) facilities. While the Committee's relationship is advisory to the Trustees, the relationship between the Committee and the Trustees exists through MPBN. In recent years the Committee has held a minimum of two meetings per year to evaluate MPBN goals, objectives, programs and projects. The decisions and actions of the Committee are relayed to the University Trustees by the general manager of MPBN.

In addition, the Committee has been designated by the Governor as the coordinating body for State approval of applications to the National Telecommunication and Information Administration of the Department of Commerce for construction of facilities grants under the Public Broadcasting Act.

During the 106th Legislature, the Governor's office recommended that the Committee's role be taken on totally by the University of Maine and that the Committee no longer function. However, the Legislature failed to pass that proposed change. Two changes were made dealing with the Committee's name and power. First, the Committee name was changed from the Committee on Educational Television to the present name. This reflected the latest national terminology, which has substituted the word "public" for "educational" and also recognized the fact that public radio was also a function of MPBN operations. Second, the original legislation gave the Committee powers to advise the "consent" to the Trustees on matters of program transmission. The consent factor constituted an illegal transfer of power under regulations of the Federal Communications Commission, and was therefore dropped.

PROGRAM: The Advisory Committee founded a task force in February, 1977 to make recommendations on ways in which future planning, operation and funding of MPBN and WCBB could be coordinated. In May of 1978 the Advisory Committee met and accepted the recommendation of the task force. In December of 1978 managers and governing boards of WCBB and MPBN signed a "Memorandum of Understanding" which sets forth principles and guidelines for cooperation between the two entities.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $200.00 in FY 79 and are, by administrative decision, included with those of the Maine Public Broadcasting Network (See the financial display of the Board of Trustees University of Maine.)

MAINE VOCATIONAL DEVELOPMENT COMMISSION

H. SAWIN MILLETT, JR., CHAIRMAN

Central Office: *Telephone:* 289-2321
Location: Education Bldg., Augusta *Floor:* 2
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Termination Scheduled to Start by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 94; *Unit:* 048; *Unit Citation:* 26 M.R.S.A., Sect. 1261

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Commission seeks, accepts and acts on applications for the establishment of training programs in any new or expanding industry presently existing or intending to locate in Maine. Funds received by the Commission are to be used for the development of individual training programs, the lease and purchase of facilities or equipment for training programs and the hiring of instructors for, and the promotion of, training programs.

ORGANIZATION: The Maine Vocational Development Commission consists of the Commissioner of Educational and Cultural Services, the Commissioner of the Department of Manpower Affairs and the Director of the State Development Office who serve on this commission without compensation.

PROGRAM: The purpose is to provide training assistance to employers in new or expanding industry that results in the creation of new job positions. Operationally, an applying company works out a training proposal with the assistance of a representative from the Bureau of Vocational Education. This proposal identifies new positions, their salary range, a training outline, and a commitment by the company to employ. The proposal is then reviewed by the Commission for approval or disapproval.

In the spring of 1979, the total funding of this Commission, $20,000, was allocated to assist in the training effort being conducted at Pratt & Whitney. This training effort, estimated at $700,000, is being conducted as part of the commitment made to this company by the State of Maine for relocating a portion of its manufacturing facilities here. It is expected that 1000 machine operators and inspectors will be trained for productive employment with this company by the fall of 1980.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE VOCATIONAL DEVELOPMENT COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	15,000	15,000				
Legislative Approp/Alloc	10,000	10,000				
Adjustment of Balance Fwd	—2,895	—2,895				
TOTAL RESOURCES	22,105	22,105				
EXPENDITURES						
Prof Service, Not By State	937	937				
Travel Expenses, In-State	100	100				
Repairs	10,937	10,937				
General Operating Expense	3,089	3,089				
Other Supplies	4,906	4,906				
TOTAL EXPENDITURES	19,969	19,969				

POST-SECONDARY EDUCATION COMMISSION OF MAINE (PECOM)

THOMAS O. WILLIAMS, CHAIRMAN
RICHARD YTURREGUI, EXECUTIVE SECRETARY

Central Office: *Telephone:* 289-2541
Location: Education Bldg., *Floor:* 2
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Termination Scheduled to Start by:* June 30, 1988

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 94; *Unit:* 095; *Unit Citation:* 20 M.R.S.A., Sect. 71

Average Count—All Positions: 1 *Permanent Legislative Count:* 1

PURPOSE: The purpose of the Post-Secondary Education Commission of Maine, as established in the legislation, is to conduct comprehensive planning for post-secondary education in Maine, including planning in cooperation with the New England Board of Higher Education and other New England states; to assure the development, maintenance and accessibility of diversified post-secondary educational opportunities of high quality for Maine citizens; and to seek efficient use of limited resources through promotion of voluntary coordination and cooperation among institutions and educational sectors and through encouragement of efforts to avoid unnecessary duplication of institutions, programs and facilities. Such comprehensive planning shall take into consideration the educational, cultural, social and economic contributions to Maine of all of the post-secondary educational institutions in the State. It is the intent of the Legislature that such comprehensive planning shall lead to a cohesive system of post-secondary education involving all of the public, private non-profit and proprietary post-secondary educational institutions in the State.

ORGANIZATION: PECOM is comprised of 16 members drawn from the following groups:

Two members of PECOM shall be from the University of Maine, Board of Trustees. There is one position for a member of the State Board of Education, one position for a member of the Maine Delegation of the New England Board of Higher Education, one position for a member of the Board of Trustees of the Maine Maritime Academy. The Chancellor of the University of Maine and the Commissioner of Educational and Cultural Services shall serve as ex officio members of PECOM. Three positions on PECOM are assigned to representatives of private nonprofit institutions of post-secondary education in Maine. Such representatives are appointed by a subcommittee of the Higher Education Council of Maine composed of private college members. This subcommittee is limited in its choice of representatives to members of the Higher Education Council of Maine, but also can consider administrative officers and members of the governing boards of any private nonprofit institution of post-secondary education. The terms of members are 4 years.

One position on PECOM shall be assigned to a representative of proprietary institutions of post-secondary education in Maine. This representative shall be a chief executive officer or member of the governing board of a federally recognized proprietary institution, as defined in section 1201 of the Higher Education Act of 1965, of post-secondary education and shall be appointed by the Governor for a 4-year term. There shall be no limitation on the number of terms a person may serve.

Four positions on PECOM are assigned to members of the general public in Maine. Such members shall not, at the time of appointment to or during any time of membership on PECOM, be employees of, or members of the governing body of, a public, private non-profit or proprietary institution of post-secondary education in Maine. Representatives of the general public in Maine shall be appointed to PECOM by the Governor for 4-year terms. The chairperson of PECOM shall be appointed by the members of the commission from among the 4 public members. Appointment of the chairperson shall be in accordance with procedures adopted by PECOM. The term of the chairperson shall be coterminous with that member's term on the commission. There shall be no limitation on the number of terms as chairperson an individual may serve, provided that such a person continues to be a member in good standing of PECOM.

All members of PECOM serve without pay, but are reimbursed for travel and other expenses incurred in the performance of their official duties. Furthermore, all members serve until their successors have been duly appointed and qualified. PECOM meets quarterly. However, meetings shall be held upon call of the chairman on 5 days written notice to the members.

Standing committees of the Post-secondary Education Commission are; Student Financial Assistance Committee, Inter-change Committee, Information and Systems Committee, Licensing, Certification and Consumer Protection Committee, Careers Committee, and Goals and Long Range Planning Committee.

PROGRAM: Throughout FY 79, PECOM has been involved in some major planning activities and has continued to collect fall enrollment, and cost of attendance data.

Financial Aid Training and Publications. The Commission has sponsored Financial Aid Training programs for financial aid administrators and other institutional personnel responsible for the administration of student financial aid.

The Commission has also published a resource booklet on State and National financial aid programs available to students for post-secondary education. This publication is entitled Students Financial Aid Guide to Post-Secondary Education.

Inter-Change Committee. A regional meeting of academic deans has been held. The Commission has approved and is planning a statewide meeting of academic deans to be held in November 1979. The purpose of this meeting is to facilitate inter-institutional cooperative planning. This activity is being coordinated with the Higher Education Council of Maine.

Information and Systems Committee. The Commission developed, approved and submitted for funding from the National Center for Educational Statistics a proposal to maximize the effectiveness of the Higher Educational General Information Survey. This program will assist in educational research, information and policy decision-making.

Licensing, Certification and Consumer Protection Committee. This committee has reviewed current legislation and regulations regarding the operations of various types of post-secondary educational institutions in the state. Currently the committee is studying and preparing revised legislation and regulations regarding out-of-state schools operating in Maine. This effort is being coordinated with the Department of Educational and Cultural Services, Division of Higher Education.

Careers Committee. This committee has researched the career information available on a state level. The committee is planning a series of meetings amongst secondary and post-secondary career counselors to improve communications about careers.

Student Assistance Committee. The committee is re-examining student assistance programs over which the state has control. Recommendations being formulated include the identification of procedures by which financial aid may be increased for students of high scholastic ability and whose parents are in the middle income bracket. The Commission has also identified the financial needs and resources of students participating in the Maine Student Incentive Scholarship Program.

Marine Resources Committee. The committee sponsored a symposium entitled "Educational and Career Opportunities of the Ocean—#1." Secondary and post-secondary school students were invited. Over 1300 people attended the symposium. The speakers were from colleges and industry in the state. The symposium was held at the Augusta Civic Center.

PUBLICATIONS:

Post-Secondary Education Commission of Maine—Planning Proposal for Fiscal Year 1974, 1975, 1976, 1977, 1978, 1979
Post-Secondary Educational Opportunities in Maine—free
Students Financial Aid Guide to Post-Secondary Education—free

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

POST-SECONDARY EDUCATION COMMISSION OF MAINE PECOM	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	25,000	25,000				
Transfers—Non-Federal $	500	500				
TOTAL RESOURCES	25,500	25,500				
EXPENDITURES						
Salaries and Wages	16,453	16,453				
State Share of Retirement	2,012	2,012				
Travel Expenses, In-State	121	121				
Utilities	641	641				
Rents	180	180				
Insurance	385	385				
General Operating Expense	2,643	2,643				
Other Supplies	171	171				
TOTAL EXPENDITURES	22,606	22,606				

EDUCATION FINANCE COMMISSION

WILLIAM KIRK, CHAIRMAN
H. SAWIN MILLETT, JR., COMMISSIONER

Central Office: *Telephone:* 289-2321
Location: Education Bldg., Augusta *Floor:* 1
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1972 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 94: *Unit:* 372; *Unit Citation:* P&SL 1977 Sect. 711

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The purpose of the Commission is as follows: (1) Review the current education finance law to assess the affect of the repeal of the uniform property tax and the changes made during the Second Regular Session of the Legislature and to identify further needed changes; (2) Review methods of financing public education in other states for the purposes of providing an alternative to the existing finance law; (3) Evaluate alternative methods of financing teacher retirement costs; (4) Review methods of sharing costs in school districts; (5) Evaluate the use of alternative tax sources, including, but not limited to, the use of a capital gains tax on the sale of property and local income taxes; (6) Make any other studies and evaluations necessary to fully assess the existing law and prepare amendments or an alternative to it which would assure the State of the soundest possible method of financing education; and lastly (7) The Commission shall present its findings, together with any suggested legislation, to the First Regular Session of the 109th Legislature.

ORGANIZATION: The commission is composed of 15 members, as follows: one member from the Maine Municipal Association; one member from the Maine Teachers Association; 2 members of local school boards or committees; 2 members who are presently assessors in Maine municipalities; one superintendent of schools; 2 members of the Joint Standing Committee on Education; 2 members of the Joint Standing Committee on Taxation; and 4 members from the general public. These members are appointed as follows. The members from the Maine Municipal Association and the Maine Teachers Association shall be appointed respectively by these 2 organizations. The member who is a superintendent of schools shall be appointed by the Maine School Management Association. One member of a local school board or committee, one local assessor, one member of the Joint Standing Committee on Education, one member of the Joint Standing Committee on Taxation and 2 members from the general public shall be selected by the President of the Senate. One member of a local school board or committee, one local assessor, one member of the Joint Standing Committee on Education, one member of the Joint Standing Committee on Taxation and 2 members from the general public shall be appointed by the Speaker of the House.

The members must be appointed in a timely manner and the commission must hold an organizational meeting within 30 days after the adjournment of the Legislature at the call of the Chairman of the Legislative Council. At this meeting, the commission shall elect a chairman and a vice-chairman from within the membership.

PROGRAM: The Commission completed its mission and submitted its report to the 109th Maine Legislature.

The Commission recommended:

1. That the School Finance Act of 1978 be retained substantially as is for at least one more year.

2. That the data collection system created by the 1977 National Conference of State Legislators (N.C.S.L.) study of the school finance law be supplemental with additional items needed by the legislature and the department, and should be transferred to a site within the state for continued use as a research source.

3. That accurate personal and corporate income data be collected for each community as soon as practicable for possible use in the school financing formulas.

4. That the law should be clarified to encourage a better understanding of the level of state funding in each of the categorical programs of school aid. Similarly, financial information supplied annually by the state to local units should also clearly identify the percentage of state funds received by each unit.

5. That the method of computing the state allocation for school administrative districts and community school districts should be revised so that no town within a district is required to raise more than its computed portion of the state-local allocation, or the subsidy index amount, whichever is less. The state should provide the funds to make up for revenue lost to districts by the implementation of this recommendation.

6. That the full costs of the employers' share of teachers' retirement should continue to be paid from General Fund sources and further recommend, however, that for purpose of providing a more accurate picture of the total costs of education to the Legislature and the Governor, the costs of the employers' share of teachers retirement should be included as one item in the commissioner's annual report of actual education costs.

7. That the local leeway provision should be amended so that the state's schedule of payments coincide with the uniform school fiscal year for which the voters approve the use of local leeway.

8. That the local leeway provision should be amended to identify the amount of the state's participation in local leeway as 40% of the total funds available under this provision and to provide that annual revisions will be made to ensure that this % is maintained.

9. That the local leeway provision should be amended to require that local units approve any local leeway appropriations no later than 90 days following the final approval of the school budget.

10. That the district power equalizing (D.P.E.) approach to school finance should continue to be limited to funding the local leeway provision.

11. That the impact aid provision should be amended so that state payments are computed on the basis of the amount of the unit's entitlement to Federal money in the base year and a provision should be included, however, to protect units which experience a substantial decrease in impact aid funds.

12. That the local allocation should continue to be computed by using the most recent state valuation.

13. That the state should fund at least 55% of the basic cost of education and should never fund at a percentage lower than the prior year's percentage.

14. That the dependence on the local property tax to finance schools should be lessened and the Legislature should immediately investigate alternate sources of funding, including whether to either decrease the amount of property currently exempt from the local property tax or to expand current laws enabling municipalities to charge owners of tax exempt property a user fee for services.

A minority of the committee recommended that the costs of crossing guards should be included as a part of transportation costs and should be reimbursed accordingly and reimbursements be limited to 50% of the expenditures during the base year and that the local allocation should be computed by using the average of the three most recent state valuations.

The Commission offered drafts of proposed legislation incorporating its recommendations.

Members of the Commission included William Kirk, Chairman; Rep. Elizabeth Mitchell, Vice-Chairman; Michael Austin; Jack Dexter; Robert Fiske; James Halkett; Joseph Kinney; John Marvin; Caroline Morris; Jeanine Pelletier; Sen. Richard Pierce; Rep. Bonnie Post; Robert Reny; John Skehan; Sen. J. Hollis Wyman; and John Melrose who replaced Mr. Dexter.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit are, by administrative decision, included with those of the Department of Educational and Cultural Services.

NEW ENGLAND BOARD OF HIGHER EDUCATION

SENATOR RICHARD PIERCE
CHAIRMAN OF MAINE DELEGATION—
ASSISTANT MAJORITY LEADER, MAINE STATE SENATE
H. SAWIN MILLETT, JR.
Member of Maine Delegation—Commissioner, DECS

Central Office: *Telephone:* 289-2541
Location: Education Bldg., Augusta *Floor:* 2
Mail Address: Department of Educational and Cultural Services, Augusta, Maine 04333
Regional Office: 68 Walnut St., Wenham, Mass. 01984

Established: 1955 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 98; *Unit:* 081; *Unit Citation:* 20 M.R.S.A.,Sect. 2752

Average Count-All Positions: 27 *Permanent Legislative Count:* 0

PURPOSE: The purposes of the New England Board of Higher Education are to provide greater educational opportunities and services through the establishment and maintenance of a coordinated educational program for the persons residing in the several states of New England parties to this compact, with the aim of furthering higher education in the fields of medicine, dentistry, veterinary medicine, public health and professional, technical, scientific, literary and other fields.

ORGANIZATION: Of the 8 members who represent the State of Maine, two are ex officio, the Chancellor of the University of Maine and the Commissioner of Educational and Cultural Services. Four others are named by the Governor for 2-year terms, one is a member of the Senate appointed by the President of the Senate and another is a member of the House of Representatives appointed by the Speaker of the House. All members receive their actual expenses incurred in the performance of their official duties.

PROGRAM: The New England Board of Higher Education (NEBHE) sees the following as primary in achieving its purposes: to provide a facility and staff capable of continuous research and evaluation relevant to higher education in New England; to serve as a center for the collection and dissemination of information pertinent to the institutions and agencies concerned with higher education; to serve as an administrative and fiscal agent for higher educational contracts and agreements among the institutions and governments in New England; to provide consultative services on educational topics of major regional significance to the institutions, agencies and governments of New England; and to serve as a vehicle for the regional implementation of federally and privately financed programs related to higher education.

Although progammatic directions are flexible in response to changing educational needs, the Board anticipates that the following basic programs will continue to be included among NEBHE's services to the region: New England Regional Student Program, New England Council on Higher Education for Nursing (NECHEN), Northeast Academic Science Information Center (NASIC), research on selected topics in the allied health professions and in medicine, dentistry, veterinary medicine and nursing, and finally, research and compilation of enrollment, program, tuition and cost data at institutions of higher education in the region.

Basic operating funds of the Board are provided by the six state governments of New England through legislative appropriations based upon population. The Board also receives federal grants, as well as gifts from private sources of financial support for both general and specific purposes. The Board's fiscal operations are fully accountable to the public.

Each state is represented on the Board by members of academic, professional, governmental and citizen groups appointed by the Governor and legislature of each state. Each state delegation annually elects a chairman who serves on the Board's Executive Committee.

The Maine Delegation to the New England Board of Higher Education for FY 79 is as follows:
Senator Richard Pierce, Assistant Majority Leader, Maine State Senate
(Chairman of the Maine Delegation)
H. Sawin Millett, Jr., Commissioner of the Department of Educational & Cultural Services
Patrick McCarthy, Chancellor of the University of Maine
Stephen Hughes, represents the House of Representatives
Alonzo Garcelon, D.D.S., Augusta
Donna Brown Evans, ED.D., Bangor
Rosalyne Bernstein, Portland
Dr. Willard Enteman, President, Bowdoin College

PUBLICATIONS:

Facts about New England Colleges
A compilation of up-to-date commonly used statistics
Connection
A Quarterly newsletter which is devoted to discussion of major problem areas in the region's higher education community
New England Board Annual Report 1979
New England Regional Student Program Enrollment Report 1978-1979
Maine Residence and Migration Report 1975-1976
New England Regional Student Program Offerings 1979-80 (Undergraduate)
New England Regional Student Program Offerings 1979-80 (Graduate)

Women in Higher Education in New England 1979
Inflation, Enrollment, and Public Policy Issues 1979

FINANCES, FISCAL YEAR 1979: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

EDUCATION COMMISSION OF THE STATES

OTIS R. BOWEN, GOVERNOR OF OKLAHOMA, CHAIRMAN
State of Maine Contact: CLYDE BARTLETT, Chairman, Maine Education Council
WARREN G. HILL, Executive Director

Central Office: *Telephone:* 303-893-5200
Location: ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80203
Mail Address: ECS Suite 300, 1860 Lincoln St., Denver, Colo. 80203

Established: 1966 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 98; *Unit:* 317; *Unit Citation:* 20 M.R.S.A.,Sect. 2903

Average Count-All Positions: 170 *Permanent Legislative Count:* 0

PURPOSE: Since education in the United States is primarily a state and local responsibility, the Education Commission of the States (ECS)—a nonprofit organization—was formed by inter-state compact in 1966 to further working relationships among governors, state legislators and educators for the improvement of education at all levels. Forty-five states, Puerto Rico and the Virgin Islands are members of ECS. In its work with the states, the commission serves as a forum, a resource and a catalyst. It provides information on state-related education activities and, when appropriate, suggests options and alternatives to meet specific state needs. The commission also serves as a liaison between the states and the federal government.

ORGANIZATION: The legislature of each ECS member jurisdiction adopts the Compact for Education, an agreement between the states, and an enabling act, the instrument by which each member puts the agreement into effect. Seven representatives from each state constitute the operating body of the commission. These commissioners include the governor, two members of the state legislature selected by the respective houses and four persons selected by the governor who are active in education. All ECS commissioners meet annually. One commissioner from each member-state serves on the ECS Steering Committee, which is responsible for policy decisions between annual meetings.

Based in Denver, Colo., the commission has a staff of about 170 persons.

PROGRAM: ECS implements its program through its five departments. They are: Elementary and Secondary Education, Postsecondary Education, Research and Information, Communications, and Administrative Services. These departments administer some 16 projects on a wide range of education issues, including early childhood development, postsecondary planning, school finance, equal rights for women, corrections education and alcoholism prevention. The largest project is the National Assessment of Educational Progress.

PUBLICATIONS:

A Legislator's Guide to Collective Bargaining in Education.
A Legislator's Guide to the Year-Round School.
1974 State Education Legislation and Activity: School Finance—A,Survey of the States.
School Finance Reform: The Whys and Wherefores.
School Finance Reform: The Wherewithals.
The State-Level Property Tax: Implementation and Administration.
Newsletters: Legislative Review and ECS Bulletin

Bimonthly magazine: Compact ($6/year).
Equal Rights for Women in Education: A Resource Handbook for Policy Makers ($2.50).
For information write: ECS Suite 300, 1860 Lincoln St., Denver Colo. 80203.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $12,350.20 in FY 79 and are, by administrative decision, included with those of the Maine Education Council.

MAINE SCHOOL BUILDING AUTHORITY

H. SAWIN MILLETT, JR., CHAIRMAN
LEROY O. NISBETT, Secretary-Treasurer

Central Office: *Telephone:* 289-2061
Location: Education Bldg., Augusta
Mailing Address: Statehouse, Augusta, Maine 04333

Established: 1951 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 99; *Unit:* 078; *Unit Citation:* 20 M.R.S.A., Sect. 3504

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Maine School Building Authority was created in recognition of the fact that a general diffusion of the advantages of education is essential to the preservation of the rights and liberties of the people; and, to aid in the provision of public school buildings in the State.

The Maine School Building Authority is authorized and empowered to construct, acquire, alter or improve public school buildings and to issue revenue bonds of the authority payable from rentals to finance such buildings; and when paid for by rentals to convey them to the lessee towns or other administrative units.

ORGANIZATION: The Authority established in 1951, consists of the nine members of the State Board of Education and the Commissioner of Educational and Cultural Services. A Secretary-Treasurer is elected by the membership from the Department of Educational and Cultural Services, School Construction Division, to carry out the matters pertaining to Authority business.

The recording secretary is the Commissioner of Education's secretary.

PROGRAM: Construction on the last active project financed through the Maine School Building Authority (MSBA) was completed during FY 76. Activities of the MSBA during this fiscal year have included on-site inspections of all MSBA project school buildings for which the MSBA still holds title; billing local lessees for annual payments and insurance premiums; working with the Maine National Bank in Portland in developing improved fiscal procedures; and making provisions to transfer deeds back to local units that have retired their indebtedness.

It is anticipated that there will be no further use made of the MSBA by local units because of the recent legislation providing for more liberal local debt limits, the current method of state reimbursement for construction, and the additional costs associated with an MSBA loan (capitalized interest). In consideration of this fact, activities for the current year will parallel those of FY 79 as outlined above.

Although this is an annual report for FY 79, a review of past years' activities can give an added perspective to the reader. Since its inception in 1951 seventy-two projects have been finished in whole or in part with Authority bonds, namely:

57 elementary schools
5 additions to elementary schools
9 high schools

2 junior high schools
4 lessees have financed additions with the aid of the Authority.
26 lessees have construction additions to projects with local funds.
1 lessee converted an elementary school to a high school.

Financial Aspects During the Years

Total bonds issued for construction	$17,220,000.00
Local funds appropriated for construction	3,210,576.12
State grants for construction (8 projects)	136,500.00
State Construction Aid (Estimated)	3,899,525.41
Federal funds for construction (2 projects)	294,444.03
Accrued interest on bonds sold	230,868.23
Interest earned on all construction fund investments (Estimated)	567,213.72
Refunds	3,628.93
Total cost of all projects (Estimated)	23,002,908.00
Balances credited to accounts	127,535.99

From January 1, 1978 through January 1, 1979 the Maine School Building Authority is making the following financial report relative to its bonds:

Debt Outstanding at Beginning of Period	$8,611,000.00
Bonds Issued During 12 Month Period	None
Bonds Retired During 12 Month Period	$ 698,000.00
Outstanding Bonds at End of Period	$7,913,000.00

For greater detail see the Maine School Building Authority Annual Report of the Secretary-Treasurer January 1, 1979.

PUBLICATIONS:
Maine School Building Authority School Facilities Progress (1963 Publication).

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $16.10 in FY 79 and are, by administrative decision, included with those of the Department of Educational and Cultural Services.

MAINE HISTORICAL SOCIETY

THOMAS L. GAFFNEY, DIRECTOR

Central Office: *Telephone:* 774-1822
Location: 485 Congress St., Portland
Mail Address: 485 Congress St., Portland, Maine 04101

Established: 1822 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 99; *Unit:* 176; *Unit Citation:* 1822 P&SL Chap. 118

Average Count—All Positions: 7 *Permanent Legislative Count:* 0

PURPOSE: Incorporated by the State of Maine in 1822, the Maine Historical Society is charged with the responsibility for collecting and preserving "whatever...may tend to explain and illustrate any department of civil, ecclesiastical and natural history...of this State, and of the United States".

ORGANIZATION: The Maine Historical Society, fourth oldest historical society in the United States, was incorporated on the fifth of February, 1822. The first meeting of the Society was held in the old Statehouse at Portland, Governor Albion K. Parris presiding. It was agreed that headquarters of the Society should be located in Brunswick, and the library and museum cabinet were housed at Bowdoin College until 1881. During these early years, the Society became intimately associated with the life of the College and Annual Meetings were held there at commencement time for a hundred years.

The relocation of the Society to Portland was brought about through the energetic efforts of a number of prominent Portland citizens who became members shortly after the Civil War. At first the collections were housed on the third floor of the old City Building. When the new Portland Public Library was completed in 1889, they were moved to rooms provided by James P. Baxter. Finally on February 27, 1907, the one hundredth anniversary of Henry Wadsworth Longfellow's birth, the Society opened its present headquarters at 485 Congress Street. Located on the property of the historic Wadsworth-Longfellow House (received through the bequest of Anne Longfellow Pierce) the building was constructed specifically to house the Society's large collection of rare books, manuscripts, and Maine memorabilia. For the first time in its eighty-five year history, the Society claimed its own building, and was not forced to accommodate its collecting aims or its activities to the needs of a host institution.

PROGRAM: The Maine Historical Society maintains and operates an historical research library for the benefit of the general public. With a manuscripts collection of more than 1.7 million documentary items, and an imprint collection of over 60,000 volumes of state and local history, biography, family genealogy, theses, rare pamphlets, and related sources such as photographs, glass plate negatives, maps, graphics, and broadsides, the Society's holdings constitute the most comprehensive collection available for the serious study of Maine and her people.

The Society's extraordinarily fine museum collection of antique furniture, glassware, pewter, samplers, nautical instruments, military and naval accoutrements, and 19th century Maine paintings are made available for exhibit to other responsible institutions throughout the state. During FY 79 sixteen of the Society's landscape and maritime paintings have been on display in the various offices and chambers of the State House.

The Society's primary museum activity, however, centers upon the operation of the Wadsworth-Longfellow House, the boyhood home of the nation's most famous poet, Henry Wadsworth Longfellow. Now a national historic landmark, the House was built in 1785 by General Peleg Wadsworth, the poet's maternal grandfather. This fine federal mansion contains the original furnishings of the Wadsworth and Longfellow families, dating from the colonial to the late Victorian period.

In addition to these primary activities, the Society also conducted a six-week manuscript internship program in cooperation with Bates College. The participating students were given a supervised introduction to the care and processing of manuscript collections.

During FY 79 over 12,200 people patronized the library and the Longfellow House, and nearly 1,700 others were provided with reference service by mail or telephone.

Acquisitions. The collections of the Society continue to be enriched through the generosity of members and friends. Cited below are some of the recent acquisitions: (1) papers, 1874-1924, of Stephen A. Jones, a Waldoboro sailmaker; (2) records, 1726-1826, of the First Parish Church of Portland (three volumes), containing baptisms, admissions, dismissals, warrants and minutes of meetings, and church accounts; (4) records, 1750-1964, of the First Congregational Church of Wells (six volumes), containing baptisms, marriages, deaths, treasurer's records, and warrants and minutes of church meetings; (5) records, 1831-1859, of the Second Congregational Church of Wells (20 volumes), containing baptisms, marriages, deaths, treasurer's records, etc.; (6) financial records, 1863-1935, of the Maine street-railroad companies owned and operated by the Central Maine Power Company. Represented in this 196 volume collection are the Portland & Forest Avenue Horse Railroad, the Portland Railroad Company, the Westbrook, Windham & Naples Railway, the Portland & Cape Elizabeth Railway, the Rockland, Thomaston & Camden Street Railway, the Norway & Paris Street Railway, the Waterville & Fairfield Railway & Light Company, the Waterville & Oakland Street Railway, the Waterville, Fairfield & Oakland Street Railway, and the Lewiston, Augusta & Waterville Street Railway; (7) a collection of 113 lantern slides of historic houses in Maine; (8) burial records, 1707-1962, of Portland's Eastern Cemetery, compiled by William B. Jordan, Jr.; (9) manuscript copy of Ichabod Wiswell's famous pamphlet, "A Judicious Observation of That Dreadful Comet Which Appeared on November the 18th 1680 and Continued Until the 10th of February Following . . . ." Transcribed and annotated by John Wadsworth, Ichabod's grandson, this manuscript should settle forever the controversy surrounding the authorship of the pamphlet which was published in London by J. Darby in 1683; (10) typescript copies of the proprietors' records of Limington, 1774-1803; and (11) photocopies of the birth, death, and marriage records, 1774-1803, of Limerick, Maine.

PUBLICATIONS:

The Society strives to promote interest in Maine's rich and diversified history by maintaining an active publications program. In addition to articles regularly published in the *Maine Historical Society Quarterly*, a major new title (indicated below by an asterisk) was added to the publications list during FY 79:

Allen, Neal W., Jr., ed. *Province and Court Records,* vol. 6. *The Court Records of York County, Maine, Province of Massachusetts Bay: The Records of the Court of General Sessions of the Peace, January, 1718/19—October, 1727.* 294 pp. ISBN 0-915592-03-7	cloth	$30.00
Banks, Ronald F. *Maine Becomes a State: The Movement to Separate Maine from Massachusetts, 1785-1820.* illus. 226 pp. ISBN 0-915592-08-8	paper	$ 6.95
Frost, John E., comp. *Maine Genealogy: A Bibliographical Guide.* 46 pp. ISBN 0-915592-25-8	paper	$ 4.00
Hunt, H. Draper. *The Blaine House: Home of Maine's Governors.* illus. 136 pp. ISBN 0-915592-12-6	paper	$ 5.95
Jordan, William B., Jr., comp. *Maine in the Civil War: A Bibliographical Guide.* 75 pp. ISBN 0-915592-22-3	paper	$ 4.00
Kershaw, Gordon E. *The Kennebec Proprietors, 1749-1775.* illus. 342 pp. ISBN 0-912274-49-2	paper	$ 6.95
*Moody, Robert E., ed. *The Letters of Thomas Gorges, Deputy Governor of the Province of Maine, 1640-1643.* 148 pp. ISBN 0-915592-30-4	Cloth	$20.00
Morris, Gerald E., and Kelly, Richard D., Jr., eds. *The Maine Bicentennial Atlas: An Historical Survey.* 104 pp. 69 plates. ISBN 0-915592-23-1	paper	$ 6.00
ISBN 0-915592-24-X	cloth	$10.00
Ray, Roger B., comp. *The Indians of Maine and the Atlantic Provinces: A Bibliographical Guide.* [87] pp. ISBN 0-915592-29-0	paper	$ 4.00
Reid, John C., *Maine, Charles II and Massachusetts.* X + 278 pp. ISBN 0-915592-28-2	cloth	$22.00

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HISTORICAL SOCIETY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	24,000	24,000				
TOTAL RESOURCES	24,000	24,000				
EXPENDITURES						
Grants to Pub & Priv Orgs	24,000	24,000				
TOTAL EXPENDITURES	24,000	24,000				

MAINE INDIAN EDUCATION

EDWARD DiCENSO, SUPERINTENDENT
ELLIOTT MITCHELL, Business Manager

Central Office: *Telephone:* 454-2126
Location: River Road, Calais
Mail Address: P.O. Box 412, Calais, Maine 04619

Established: 1974 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 02; *Umbrella:* 99; *Unit:* 999A; *Unit Citation:* 22 M.R.S.A., Sect 4719

Average Count—All Positions: 70 *Permanent Legislative Count:* 0

Organizational Units:
Indian Island School Committee
Indian Township School Committee
Pleasant Point School Committee
Office of the Superintendent
Maine Indian Education Council

PURPOSE: The primary goal of Maine Indian Education is to provide approximately 476 Indian children on the reservations with a basic education, including grades Early Childhood through grade twelve.

Approximately 342 students attend the elementary schools on the reservations at Indian Island, Indian Township, and Pleasant Point. The rest of the students are tuitioned to adjacent high schools and junior high schools.

Included in the basic education for Indian youngsters is instruction in Indian culture, customs, and language.

ORGANIZATION: Originally Indian education was conducted by the Sisters of Mercy of the Catholic Religion who are still dominantly involved at the present time. For a period of time, Indian Education was the responsibility of the State—Governor and Council, the Department of Forestry and Wildlife, Health and Welfare. Currently, the responsibility rests within the Department of Educational and Cultural Services.

In 1967 the State Department of Education employed an Indian Education Specialist to direct Indian education from Augusta. The Maine Legislature in 1969 passed a bill providing Indian control of the school budget and election of a superintendent via elected school committee members. A superintendent's office was opened in Calais. Thus, the nucleus of a local, Indian-governed school administrative staff was created to direct Maine Indian Education. Now, the central office is the seat of the fiscal management, administration, school lunch service, and several program direction functions.

A school committee of five people are popularly elected on each reservation to determine policies for directing school functions.

Maine Indian Education assists non-Indian schools in Aroostook County with programs financed by Title IV A of the Indian Education Act.

Indian Township School has a Title VII Bi-Lingual Education Program where an almost lost language has begun the road to survival. Each of the schools has an Early Childhood Program that includes three, four, and five year olds.

PROGRAM: The Early Childhood Program at all three schools includes three, four, and five year old children, where social development and gross and fine motor development are central to the learning function.

The education program between Early Childhood and secondary school is mainly concerned with basic education in reading, writing, and arithmetic, with a great deal of attention given to individual children in self-contained classrooms. A variety of teaching methods are incorporated into the instructional program at each reservation school.

At the Indian Township School a Title VII Bi-Lingual program is operational where Indian stories and legends have been published in the Passamaquoddy language. A few of the books include both English and the Passamaquoddy text. A dictionary is also in development and will be available in another year. The children in each classroom have an allotted time each day for instruction in the Passamaquoddy language and customs. Each reservation school, and seven non-Indian schools in Aroostook County, have a small amount of money from the Title IVA, Indian Education Act, through which Indian heritage and culture is offered to the Indian students.

Other programs found in the reservation schools include Special Education, Remedial Reading, tutoring, and counseling. The counselors work with children in school, and with students seeking scholarship assistance to attend post-high school programs. They also coordinate services for students tuitioned to high schools, with problems related to attendance and dropout.

On each of the reservation schools, a breakfast and lunch program exists, insuring the balanced, nutritional needs of the children. A school lunch supervisor in the Calais office creates the menus, maintains inventory records, and completes all lunch reporting forms for the state and federal governments.

At the Indian Island School, junior high school students are tuitioned to the Old Town system. On each of the reservations, the secondary students are tuitioned to schools off the reservations.

The Administrative Office, located at Calais, Maine, performs all fiscal matters concerned with the three schools, as well as maintainence of flow-through funds for several programs, such as scholarship funds awarded by the Indian scholarship committee, Federal Indian Education Act funds, and Arts and Humanities grants. School Committee meetings are held once per month, and joint school committee meetings are held four times per year.

MAINE INDIAN EDUCATION
Funding, Enrollment and Staff Data
1978-79 FY
Based on Oct. 1, 1978 Data

FUNDING

Funds Available	*Supt's Office*	*Aroos.*	*Indian Island*	*Pleasant Point*	*Indian Township*	*Total*
State Appropriations:						
General Operations	91,635		167,655	250,555	202,455	712,300
Building Repairs			9,946	9,946	9,946	29,838
Total State	91,635		177,601	260,501	212,401	742,138
Federal:						
Ind Ed Act Title IVA		16,400	10,136	16,626	12,714	55,876
School Lunch Subsidy			15,493	30,000	20,864	66,357
ESEA Title I			1,300	2,100	1,300	4,700
Title XX Early Childhood/Day Care	19,182		20,493	45,750	23,949	109,374
Rent-Title XX EC/DC	1,800		5,460	4,410	5,040	16,710
Title VII Biling Ed					114,798	114,798
ESEA Title IVB/Library			450	312	315	1,077
ESEA Title IVC/Indian Pride	45,000					45,000
ESEA Title IVC/Counseling Parents					20,958	20,958
PL874/Impacted Area Fund			60,000	100,000	88,000	248,000
Law Enforcement Grant		22,772				22,772
PL94-142 Spec Ed Grant			10,000		17,000	27,000
CETA Program		18,589		8,000		26,589
Spec Ed Local Entitlement			965	911	2,895	4,771
Johnson O'Malley PL93638			13,455	25,740	19,305	58,500
Total Federal	65,982	57,761	137,752	233,849	327,138	822,482
Other:						
Donations		1,199				1,199
TOTAL ALL SOURCES	157,617	58,960	315,353	494,350	539,539	1,565,819

ENROLLMENT

On-Reservation:						
Elementary-EC-8			81	159	107	347
Total On-reservation			81	159	107	347
Tuitioned:						
Elementary-EC-8			17		2	19
Secondary			18	48	40	106
Spec. Ed.			2			2
Total Tuitioned			37	48	42	127
TOTAL ENROLLMENT			118	207	149	474

STAFF DATA

Employees:						
Teachers			5½	12	8	25½
Teacher's Aides			3	5	4	12
Support Staff	9	5	5½	6	12	37½
CETA Trainees		1		1		2
TOTAL EMPLOYEES	9	6	14	24	24	77

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

MAINE INDIAN EDUCATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES (Estimated)						
Balance Forward	104,595.66	40,589.60	63,103.01			903.00
Revenue From Federal Government	822,482.00		822,482.00			
Legislative Appropriation	742,138.00	742,138.00				
TOTAL RESOURCES	1,669,215.66	782,727.60	885,585.01			903.00
EXPENDITURES (Estimated)						
Salaries	797,626.00	494,528.00	303,098.00			
Retirement	81,809.00	50,721.00	31,088.00			
Travel Expenses	34,708.00	21,518.00	13,190.00			
Supplies	59,354.00	36,799.00	22,555.00			
Operation of Buses	21,169.00	13,124.00	8,045.00			
Workman's Comp Insurance	3,356.00	2,080.00	1,276.00			
Hospital Insurance Employees	22,211.00	13,770.00	8,441.00			
Contractual Services	68,727.00	42,610.00	26,117.00			
Equipment	14,673.00	9,097.00	5,576.00			
Books	6,749.00	4,184.00	2,565.00			
Tuition	136,316.00	84,516.00	51,800.00			
Telephone	8,416.00	5,217.00	3,199.00			
Administration Superintendent's Office	73,053.00	45,292.00	27,761.00			
Heat	20,315.00	12,595.00	7,720.00			
Electricity	10,108.00	6,267.00	3,841.00			
Food	78,471.00	48,652.00	29,819.00			
Building Repairs	20,527.00	12,726.00	7,801.00			
Unemployment Insurance	5,058.00	3,136.00	1,922.00			
Audio Visual Materials	1,402.00	869.00	533.00			
Rent	20,883.00	12,947.00	7,906.00			
Purchase of Buses	43,940.00	27,243.00	16,697.00			
Miscellaneous	436.00	436.00				
TOTAL EXPENDITURES	1,529,307.00	948,327.00	580,950.00			

*Actual Revenues and Expenditures will not be available until after Aug. 1, 1979.

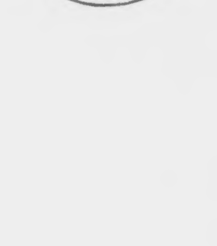
STATE
POLICY
AREA

03

Human Services

Department of Human Services
Department of Indian Affairs
Department of Mental Health and Corrections

Other Independent Agencies, Boards and Commissions
Including: Maine Commission For Women
Maine Human Rights Commission



DEPARTMENT OF HUMAN SERVICES

MICHAEL R. PETIT, COMMISSIONER
ROBERT O. WYLLIE, JOHN D. WAKEFIELD, FRANCIS G. McGINTY
Deputy Commissioners

Central Office: *Telephone:* 289-2736
Location: Human Services Bldg., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 10; *Unit:* 144; *Unit Citation:* 22 M.R.S.A., Sect. 1

Average Count-All Positions: 1,554 *Permanent Legislative Count:* 1,754

Organizational Units:

Public Affairs & Communications
Bureau of Administration
Bureau of Health
Bureau of Rehabilitation
Bureau of Social Welfare
Bureau of Resource Development
Maine Human Services Council
Bureau of Maine's Elderly
Advisory Board for Licensure of Ambulance Services, Vechicles & Personnel
Governor's Committee on Children & Youth
Board of Hearing Aid Fitters & Dealers
Office of Dental Health
Maine Dental Health Council
State Government Drug Abuse Coordinating Committee
Maine Council on Alcohol & Drug Abuse Prevention and Treatment
State Health Planning and Development Agency
Bureau of Medical Care

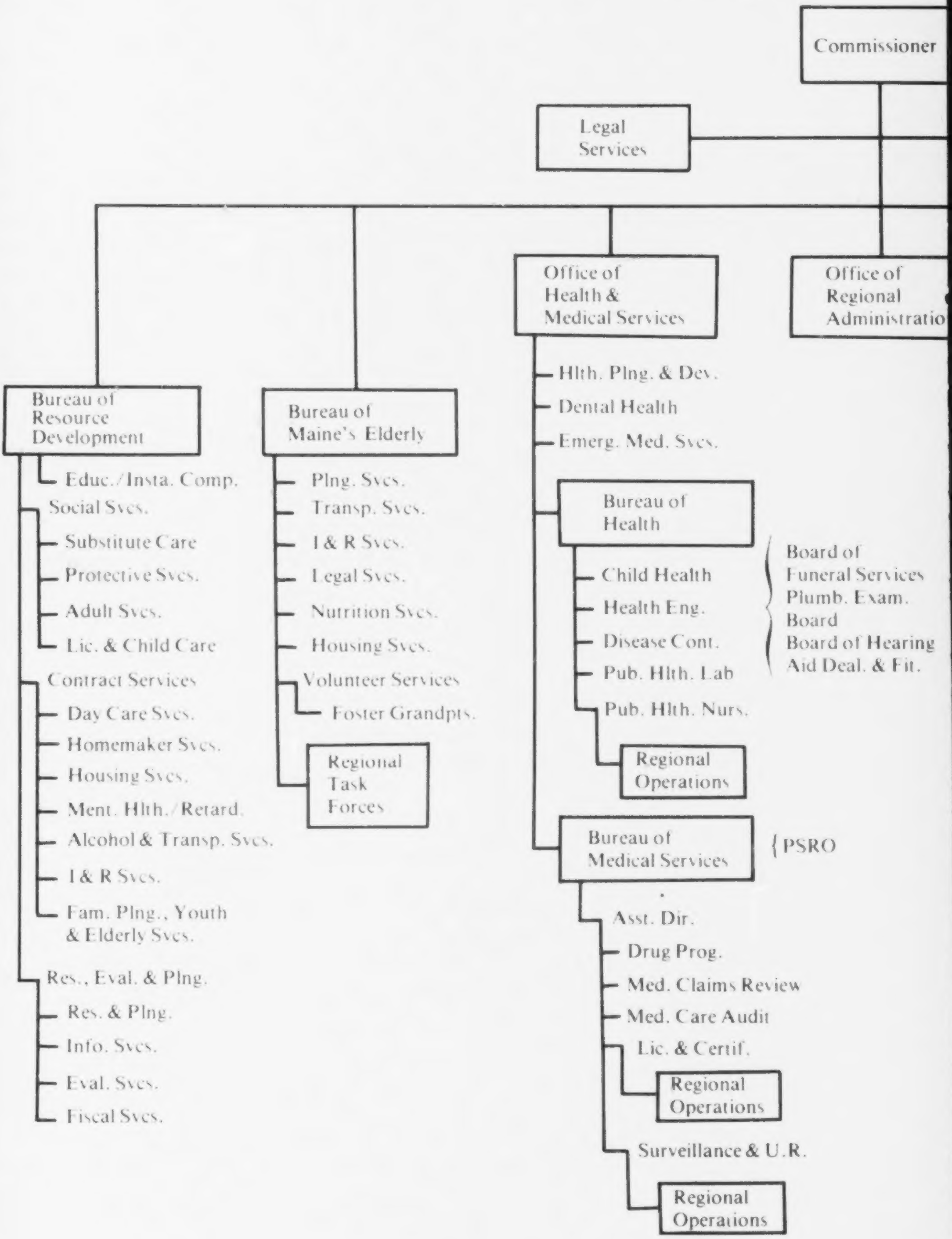
PURPOSE: To protect and preserve the health and welfare of Maine citizens through planning, authorization, administration, and audit of programs established by law and/or administrative fiat and assigned to the Department

This is accomplished by directing a wide-ranging system of programs in health care, maintenance and study, in protective services for children, in assistance programs for those economically indigent and through proper accountability of all programs.

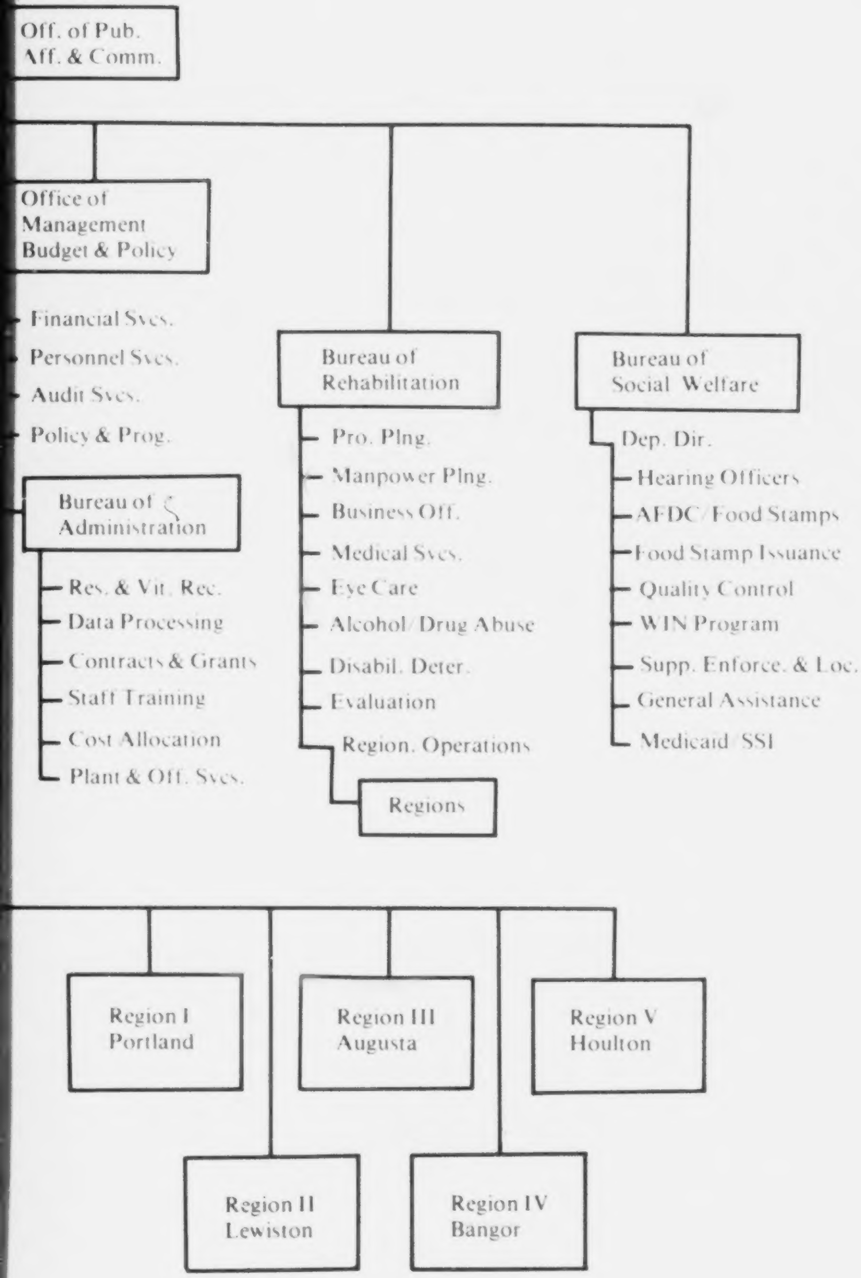
ORGANIZATION: The Department of Health and Welfare orginated in 1885 with the creation of the State Board of Health, consisting of six members appointed by the Governor to supervise the interests of health and life of the citizens of Maine. The Board was replaced in 1917 by the Department of Health, under the direction of a Commissioner of Health, and a new Public Health Council. Social welfare functions of the present Department orginated in 1913 with the creation of the State Board of Charities and Corrections, consisting of five members appointed by the Governor to supervise the State's system of public charity and correctional institutions. This Board was redesignated Department of Public Welfare in 1927 with the Board members becoming Commisssioners of the Department of Public Welfare.

In a major reorganization of State Government in 1931, the Department of Health and the Public Health Council were abolished and their duties assumed by a new Bureau of Health; the Department of Public Welfare was abolished and its public welfare and correctional institution duties divided between new Bureaus of Social Welfare and Institutional Service; the whole incorporated into a new Department of Health and Welfare under the direction of the Commissioner of Health and Welfare with the assistance of an Advisory Committee of Health and Welfare. Also at this time, the nucleus of the Department's Bureau of Administration was formed, which today includes among other organizational units the Division of Research and Vital Records, successor to the orginal Registrar of Vital Statistics dating back to 1891. In 1939, the Bureau of Intitutional Service was separated from the Department to become the

MAINE DEPARTMENT OF HUMAN SERVIC
ORGANIZATIONAL CHART
Effective: August 1, 1977


Commissioner
Legal Services
Office of Health & Medical Services
Office of Regional Administratio
Bureau of Resource Development
Educ./Insta. Comp.
Social Svcs.
Substitute Care
Protective Svcs.
Adult Svcs.
Lic. & Child Care
Contract Services
Day Care Svcs.
Homemaker Svcs.
Housing Svcs.
Ment. Hlth./Retard.
Alcohol & Transp. Svcs.
I & R Svcs.
Fam. Plng., Youth & Elderly Svcs.
Res., Eval. & Plng.
Res. & Plng.
Info. Svcs.
Eval. Svcs.
Fiscal Svcs.
Bureau of Maine's Elderly
Plng. Svcs.
Transp. Svcs.
I & R Svcs.
Legal Svcs.
Nutrition Svcs.
Housing Svcs.
Volunteer Services
Foster Grandpts.
Regional Task Forces
Hlth. Plng. & Dev.
Dental Health
Emerg. Med. Svcs.
Bureau of Health
Child Health
Health Eng.
Disease Cont.
Pub. Hlth. Lab
Pub. Hlth. Nurs.
Regional Operations
Board of Funeral Services
Plumb. Exam. Board
Board of Hearing Aid Deal. & Fit.
Bureau of Medical Services
PSRO
Asst. Dir.
Drug Prog.
Med. Claims Review
Med. Care Audit
Lic. & Certif.
Regional Operations
Surveillance & U.R.
Regional Operations

HUMAN SERVICES


Off. of Pub. Aff. & Comm.
Office of Management Budget & Policy
Financial Svcs.
Personnel Svcs.
Audit Svcs.
Policy & Prog.
Bureau of Administration
Res. & Vit. Rec.
Data Processing
Contracts & Grants
Staff Training
Cost Allocation
Plant & Off. Svcs.
Bureau of Rehabilitation
Pro. Plng.
Manpower Plng.
Business Off.
Medical Svcs.
Eye Care
Alcohol/Drug Abuse
Disabil. Deter.
Evaluation
Region. Operations
Regions
Bureau of Social Welfare
Dep. Dir.
Hearing Officers
AFDC/Food Stamps
Food Stamp Issuance
Quality Control
WIN Program
Supp. Enforce. & Loc.
General Assistance
Medicaid/SSI
Region I Portland
Region II Lewiston
Region III Augusta
Region IV Bangor
Region V Houlton

CONSOLIDATED FINANCIAL CHART FOR FY 79 DEPARTMENT OF HUMAN SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	—512,430	1,091,422	535,827		—2,139,679	
Bal Brt Fwd— Encumbered	5,671,166	146,345	3,292,235		2,232,586	
Licenses/Permits/Fees/Tax	762,804		762,804			
Revenue From Federal Govt	168,307,456		24,480		168,282,976	
Revenue From Local Govts	3,327,084		3,327,084			
Revenue—Private Sources	4,997,227		5,012,570		—15,343	
Fees Charged For Services	603,110		603,650		—540	
Legislative Approp/Alloc	80,296,494	80,296,494				
Adjustment of Balance Fwd	156,897	41,207	—1,859,682		1,975,372	
Transfers—Non-Federal $	726,689	457,475	269,214			
Transfers—Federal $	—57,800				—57,800	
TOTAL RESOURCES	264,278,697	82,032,943	11,968,182		170,277,572	
EXPENDITURES						
Salaries and Wages	20,031,417	7,356,898	991,459		11,683,060	
State Share of Retirement	2,313,967	855,202	111,730		1,347,035	
Prof Service, Not By State	2,007,242	215,053	260,571		1,531,618	
Computer Service, By State	1,338,038	329,496	422,360		586,182	
Other Prof. Serv., By State	111,256	20,402	9,146		81,708	
Travel Expenses, In-State	974,492	270,756	84,477		619,259	
Travel Expense, Out-State	72,920	25,463	14,512		32,945	
Operation—State Vehicles	24,231	3,583	6,876		13,772	
Utilities	1,206,960	498,628	35,258		673,074	
Rents	1,073,549	420,732	52,342		600,475	
Repairs	73,317	21,704	9,696		41,917	
Insurance	688,374	175,404	30,018		482,952	
General Operating Expense	1,722,611	884,700	504,502		333,409	
Food	—157				—157	
Fuel	20,014	10,503			9,511	
Other Supplies	698,888	150,994	171,701		376,193	
Grants to Local Govts.	23,221				23,221	
Grants to Pub. & Priv. Orgs.	25,626,544	3,118,251	2,472,579		20,035,714	
Unemployment Comp Benefit	162	11	232		—81	
Public Assistance Grants	198,741,231	66,697,864	4,143,927		127,899,440	
Misc. Grants to Individual	110,992	110,992				
Pensions	50,235	9,542	1,610		39,083	
Buildings & Improvements	223,974		16,091		207,883	
Equipment Purchases	470,775		249,374		221,401	
Transfer to General Fund	9,692		9,692			
Trans to Gen-Fund Sta-Cap	434,170		61,625		372,545	
TOTAL EXPENDITURES	258,048,115	81,176,178	9,659,778		167,212,159	

Department of Institutional Service, forerunner of the present Department of Mental Health and Corrections.

Since 1931, the organizational structure of the Department has been continually altered and revised through both administrative and legislative action to reflect changing trends and emphasis in the delivery of public health and welfare service. Principal among the Department's organizational units established in recent years are the Office of Information and Education, created administratively in 1966, and the Comprehensive Health Planning unit in 1967, replaced by the State Health Planning & Development Agency in (SHEDA) 1976; implementation of the federal Vocational Rehabiliation and Social Security Acts; the Bureau of Human Services in 1973 to replace the Office of Resource Development; the Maine Human Services Council in 1973 to replace the Advisory Council of Health and Welfare; the Bureau of Maine's Elderly in 1973 to replace the Services for Aging office in the Bureau of Social Welfare; and the Maine Committee on Aging also in 1973.

One deputy is now in charge of all regional operations with the five regional directors reporting to him. Incidentally, a merger of regions in 1975 reduced the number from six to five, a move that increased Region III by eliminating the Rockland regional office and assigning adminstrative duties to Augusta region while keeping the Rockland office as a field unit. Another deputy is now in charge of the Bureau of Health Affairs, SHPDA, Medical Services, the Medical Assistance program and Hospital Services. The third deputy is in charge of management and policy that includes the Bureau of Administration.

The Bureau of Resource Development has taken a more responsive role as the Social Services Unit and the Research, Evaluation and Planning Units are placed in its Bureau, transferred from the Social Welfare. Also transferred from the Bureau of Social Welfare is the Division of Medical Assistance that is now the Office of Medical Assistance directly under a deputy commissioner.

In 1975 the Department's former name, Health and Welfare, was changed by legislative action. By administration action the Bureau of Human Services became the Bureau of Resource Development.

PROGRAM: The program of the Department of Human Services is accomplished through its various components:

Audit Division. The Department of Human Services Audit Division is made up of two units, The Social Services-Internal Audit Unit and The Health Care Audit Unit.

The Social Services-Internal Audit Unit completes audits of Title XX and Priority Social Services Program (PSSP) purchases of social services contracts during each fiscal year. The audits verify payments to the agencies, determine that the purposes for which the funds were expended were proper, and that the terms of the contract were observed. The audit process serves to assure that the providers observe adequate fiscal standards in agency operations and that the services are available at a reasonable cost.

The Health Care Audit Unit audits hospitals, nursing homes, boarding homes, home health agencies, and E.P.S.D.T. units on an annual basis for the purpose of determining the "reasonable cost" of providing care and the determination of an annual settlement. This unit reviews budgets and establishes the operating interim per diem rate that will be assigned to the above mentioned facilities. This rate is subject to retroactive adjustments at year end. This unit is also available to handle other specialized audits of Health Care Programs, such as services provided by physical and occupational therapists, physicians, pharmacies, etc.

Research and Vital Records. Regular functions of the division include management of the State Vital Statistics system and the preparation of various statistical reports concerning the programs of the department. In the 1978-79 fiscal year this division continued to provide vital statistics to the general public, furnished magnetic tapes and microfilm records of vital statistics to the National Center for Health Statistics under contract and published the 1977 Annual Vital Statistics report and Population Estimates by minor civil division by age group for 7/1/77.

In addition, the Division completed numerous reports, including quality control reports and other reports required by the Federal Government; and initiated data collection on a 1979 study on the characteristics of AFDC recipients.

Data Processing. Principal Data Processing efforts, in addition to maintaining and operating ongoing programs, included the implementation of the Medicaid Management Information System (MMIS) and subsequent modifications, design and implementation of a new

Food Stamp system to conform to new Federal laws and regulations; installation of a cross-referral system between Human Services and Employment Security Commission; automatic implementation of AFDC grant increases; and designing expanded function of the Support Enforcement System to accommodate reciprocal State enforcement and collections. Other significant efforts included the development and implementation of Emergency Medical system; design efforts directed toward the establishment of an on-line system for improved Health Engineering operations; development of a new Purchase Service system; and analysis of increased Management Information and Control System (MICS) reporting requirements.

Fraud Investigation Unit. The F.I.U. during the current year (July 1, 1978 through June 30, 1979) received 308 new cases. Of the 308 complaints, 296 cases involved allegations involving the AFDC (Aid to Families with Dependent Children) program, eleven cases involved allegations of fraud pertaining to Title XIX (Medicaid) program and the remaining case was a miscellaneous case involving allegations of fraud in regard to another program handled by the Department of Human Services. The majority of the allegations in the AFDC program concerned failure to report all, or part of, received income (including child support payments), failure to report all assets, real and personal, making false statements material to eligibility (namely, failure to report the return of the husband to the household when separation was the basis of the grant), receiving aid for a person or persons not in the home, and forgeries or lost or stolen assistance checks. The majority of the allegations in the medical assistance program concerned billing the State for services not rendered and overbilling of services rendered.

In reference to cases involving the AFDC program and the miscellaneous case received during the fiscal year, 189 referrals were from the various Department of Human Services regional offices, eighty-seven were referrals from other Department of Human Services offices, eleven were referrals from concerned taxpayers and the remaining ten cases were referrals from various sources including municipal administrators, banking institutions and other government agencies.

Monthly restitution based on promissory notes arranged with recipients or their attorneys resulted in sixty-nine recoveries, primarily in the AFDC program, covering fraudulent grant amounts of $98,765.00. Cash recovered during the year from AFDC restitution totaled $13,215.00. During the past fiscal year a system for administrative recoveries was instituted in regard to cases generally involving amounts less than $1,200.00 Figures of the Fraud Investigation Unit do not reflect those recoveries and it is anticipated the amount recovered will be substantial.

The total number of cases closed during the year was 218, the majority of those being in the AFDC program. The pending number of cases at the end of the fiscal year stood at 1467.

In April of 1979 the State took advantage of federal legislation HR-3 (Medicare-Medicaid Anti-Fraud and Abuse Amendment of 1977) Section 17, which provides for 90% federal funding for a state medicaid fraud control unit. This unit has been organized and is presently in operation headed by a designated assistant attorney general. Figures of the Fraud Investigation Unit do not reflect the activities of the new Medicaid Fraud Control Unit but only those statistics compiled prior to its organization. During the fiscal year until April there were eleven referrals. Cash recovery during the above period of time amounted to $122,000.00. A number of cases where legal action had commenced were pending in April where it was anticipated restitution would be recovered.

During the current fiscal year eighteen cases were referred to the Attorney General's Office. Indictments were handed down in two AFDC cases, in one of which a guilty plea was entered with full restitution of $7,800.00 ordered as part of the sentence. A husband and wife are under indictment for welfare fraud in the other case. A number of welfare check forgery cases were successfully tried criminally before various superior and district courts following joint investigation by several offices, including the U.S. Postal Department, resulting in a conclusion of eight cases involving forged checks.

During the past fiscal year the 109th Legislature considered legislation which proposed an additional four slots, three investigative and one secretarial position, for the Fraud Investigation Unit, but the measure failed passage.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF HUMAN SERVICES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	—1,212,722	42,358	306,626		—1,561,706	
Bal Brt Fwd— Encumbered	1,626,183	41,968	2,765		1,581,450	
Licenses/Permits/Fees/Tax	28,583		28,583			
Revenue From Federal Govt	98,663,612				98,663,612	
Revenue—Private Sources	500,275		500,275			
Fees Charged For Services	32,505		33,045		—540	
Legislative Approp/Alloc	45,258,424	45,258,424				
Adjustment of Balance Fwd	18,869	18,643	—300,836		301,062	
Transfers—Non-Federal $	525,408	525,408				
TOTAL RESOURCES	145,441,137	45,886,801	570,458		98,983,878	
EXPENDITURES						
Salaries and Wages	9,149,753	3,608,083	2,673		5,538,997	
State Share of Retirement	1,046,936	412,351	327		634,258	
Prof Service, Not By State	642,026	70,738	5,146		566,142	
Computer Service, By State	907,399	166,925	343,405		397,069	
Other Prof. Serv., By State	79,169	20,287			58,882	
Travel Expenses, In-State	433,164	64,705	2,605		365,854	
Travel Expense, Out-State	16,091	8,609	8		7,474	
Operation—State Vehicles	7,863	838	33		6,992	
Utilities	840,682	326,238	10,512		503,932	
Rents	720,484	279,087	3,390		438,007	
Repairs	49,386	15,533	982		32,871	
Insurance	302,353	100,413	1,656		200,284	
General Operating Expense	594,452	334,914	3,264		256,274	
Fuel	9,491				9,491	
Other Supplies	320,303	80,763	3,359		236,181	
Grants to Pub. & Priv. Orgs.	555,835	550,488			5,347	
Unemployment Comp Benefit	—1,064	11			—1,075	
Public Assistance Grants	127,049,420	39,598,450			87,450,970	
Pensions	15,553	109	15		15,429	
Buildings & Improvements	207,883				207,883	
Equipment Purchases	135,631		4,049		131,582	
Transfer to General Fund	9,692		9,692			
Trans to Gen-Fund Sta-Cap	171,861		1,832		170,029	
TOTAL EXPENDITURES	143,264,363	45,638,542	392,948		97,232,873	

BUREAU OF HEALTH

GEORGE E. SULLIVAN, M.D., DIRECTOR
FRANCIS McGINTY, Deputy Commmissioner of Health

Central Office: *Telephone:* 289-3201
Location: Human Services Bldg., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1835 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 10; *Unit:* 144A; *Unit Citation:* 22 M.R.S.A., Sect. 1
Average Count—All Positions: 206 *Permanent Legislative Count:* 235

Organizational Units:
Central Administration
Division of Disease Control
Division of Child Health
Division of Health Engineering
Division of Public Health Laboratories
State Board of Hearing Aid Dealers and Fitters
Plumber's Examining Board
Board of Certification of Water Treatment Plant Operators
State Board of Funeral Services
Division of Public Health Nursing

PURPOSE: The major purposes of the Bureau of Health are: to preserve, protect and promote the health of the people of the State of Maine at the highest level attainable given current technical and social capabilities; to protect each citizen's right to a healthful and safe environment; to assure that comprehensive, efficient, effective and appropriate health services are available and accessible to Maine citizens at a reasonable cost; and to advocate for the promotion of health and the prevention of disease, injury and disability.

ORGANIZATION: The first State sponsored public health activities were delegated to the State Board of Health. This Board was created by the Legislature in 1885 and consisted of six members appointed by the Governor and the Council with a seventh member elected by the Board to serve as Secretary and Executive Officer. The duties of this Board were to provide "general supervision of the interests of health and life of the citizens of the State," to collect and study vital statistics, to make sanitary investigations and inquiries regarding the causes of disease, to advise State and local government in regard to the location of drainage, water supply, disposal of excreta, heating and ventilation of any public building, and to provide "general oversight and direction of the enforcement of the statutes respecting the preservation of health." The early work of the Board was solely concerned with communicable disease prevention through proper sanitation and the restriction of the spread of disease outbreaks via quarantine measures.

In 1917, the Board was redesignated Department of Health, administered by a Commissioner of Health and a Public Health Council. A major reorganization in 1931 abolished the Public Health Council and located the Department of Health as the Bureau of Health within the newly-created Department of Health and Welfare, which became the Department of Human Services in 1975. Although the Bureau of Health is established by Statute, its internal structure and functions are subject to definition by the Commissioner of Human Services.

The Bureau of Health has conducted disease control and health engineering programs and has offered public health laboratory and public health nursing services since the early part of the century. The Bureau's Division of Child Health was created in the early 1930's as a result of the passage of Title V of the Social Security Act, Grants to States for Maternal and Child Welfare.

In the 1960's and 1970's a number of programs such as emergency medical services, genetic disease prevention, hypertension and diabetes control were organized within the Bureau of Health, or directly under the Deputy Commissioner of Health and Medical Services, as a result of federal initiatives and with concomitant federal funding. The Department's hospital regulation and assistance activities, and its medical assistance program, were a part of the Bureau of Health until 1977, when they were moved to the newly organized Bureau of Medical Services. A unit administering the Hill-Burton funds for hospital construction, the comprehensive health planning program, the cooperative health statistics, and the health manpower data systems, formerly housed in the Bureau of Health, became a part of the newly established Bureau of Health Planning and Development in 1976.

PROGRAM: The following sections are descriptive of the programs and support activities carried out within the organizational entities of the Bureau of Health:

Central Adminstration. The Director of the Bureau functions as the State's Health Officer, its chief medical official. In addition to overseeing the Bureau's programs, he is instrumental in furthering cooperative relationships with the medical and public health communities in the State and in the Nation. In FY 79, the Director represented the Bureau of Health's interests through active participation in the work of numerous State boards, committees, and organizations. At the national level, he represented Maine through membership in the Association of State and Territorial Health Officials and the National Epidemiology Intelligence Service. Management functions of the Bureau of Health, such as planning, evaluation and fiscal operations were the responsibility of the Department's Deputy Director for Health and Medical Services.

In FY 79, all of the Bureau's Division Directors and Program Managers participated in the systematic development of the five-year State Plan for Public Health Services by preparing program plans for all Bureau of Health programs and projects, using a public health-problem-oriented approach. This approach lends itself to the evaluation of service outcome in terms of improvement in the health of the population targeted for service, arrays projected expenditures by programs and services, and consequently promotes the kind of accountability demanded increasingly by State and Federal funding sources.

Division of Disease Control.

Epidemiology Service: Under the direction of the State Epidemiologist, the Service deals with the prevention and control of communicable diseases, particularly when they occur in epidemic form, and with the investigation of possible links between chronic diseases and environmental contaminants. The Service staff works with all the programs in the Division of Disease Control, the staffs of the Divisions of Public Health Nursing, Health Engineering and the Public Health Laboratory, as well as with city health departments and local health officers.

In FY 79, the service staff initiated an expansion of its hospital-based active surveillance system to include hospitals which did not furnish weekly communicable disease reports to the service in the past (50 percent of Maine hospitals). The service laid plans for a sentinel physician system for selected reportable disease under which a sample of primary care or specialist physicians will be contacted on a regular basis to track the incidence of specified reportable diseases. The circulation of the service's publication, the *Epigram*, was increased, as were other provider education activities.

FY 79 also saw an increase in activities related to the prevention of outbreaks of infectious diseases caused by breakdown in sanitation, and the initiation of studies of potential health effects of environmental contamination, in cooperation with the Division of Health Engineering.

The five-year goal of the Epidemiology Service is to reduce the incidence of communicable diseases and prevent epidemics whenever possible in Maine.

Acute Communicable Diseases of Childhood (Immunization) Program: Seven acute communicable diseases of childhood were addressed by the Program in 1979: diphtheria, measles, mumps, poliomyelitis, pertussis or whooping cough, rubella, and tetanus or lockjaw.

In FY 79, the program staff was instrumental in promoting the delivery of immunization services by public and private community health agencies, private physicians, and in the school setting. They distributed vaccine free of charge; supplied pertinent information to participating agencies state-wide; offered consultative and logistical support in the area of immunizable disease control; and provided to the medial sector timely literature dealing with immunizable diseases.

Three major types of services were rendered by the program in FY 79: epidemiology services (case reporting, case investigation, health surveys); recruitment services (activities designed to increase the number of children immunized); and immunization services.

The population served by the program in FY 78 was 34,100. The target population for FY 79 was 155,800.

During FY 79, the program staff expected to accomplish the following operating objectives: (1) complete an analysis of school-enterer immunization levels; (2) identify immunity levels of children in Grades K-6; (3) provide for the administration of vaccines in order to raise school (Grades K-6) immunity levels; (4) initiate educational activities designed to educate the general public regarding the need for immunization and to inform the medical profession regarding recommended immunization practices; (5) determine the immunity levels for measles in the 7-12 grade population and raise immunity levels for measles to 90 percent in this population; (6) conduct a survey of immunity levels among 2-year-olds in each school administrative district in Maine.

The five-year goal of the Acute Communicable Diseases of Childhood Program is to reduce to as low a level as possible the incidence of polio (transmitted human to human), tetanus, and diphtheria in Maine.

Tuberculosis Control Program: Tuberculosis, the health problem addressed by this program, is a chronic mycobacterial disease. Active pulmonary tuberculosis generally develops from an already-infected minority of the population which constitutes the "reservoir" of tuberculosis infection. In 1978, 70 persons were found to have active tuberculosis.

Program services are provided by nurses in the Division of Public Health Nursing, school nurses, local health departments, and town nursing services. Medical management is provided by private physicians and by the eight physicians on the Board of Tuberculosis Consultants under contract with the Department of Human Services.

All of the following program services are available at no cost to Maine citizens in need of such services: hospital services; clinic services; drugs for the prevention and treatment of tuberculosis; laboratory services; public health nursing services; and professional literature. The program maintains a case register listing all tuberculosis patients, contacts, and persons on preventive therapy.

In FY 78, the program served 940 persons, including active tuberculosis cases, suspects, contacts of cases and suspects, and tuberculin reactors. The program's target population for FY 79 was also set at 940.

In 1979, the program staff expected to accomplish the following objectives: (1) raise to 95 percent the proportion of active tuberculosis patients at home on current drug therapy; (2) raise to 90 percent the proportion of active tuberculosis patients at home with recent medical and/or X-ray examinations; (3) raise to 70 percent the proportion of active tuberculosis patients at home receiving bacteriologic examination within the last three months; (4) raise to 75 percent the proportion of inactive tuberculosis patients receiving X-ray and/or medical examinations within the preceding twelve months; (5) have 90 percent of all contacts examined by tuberculin test within one month after report of the source case to the appropriate regional office; (6) ensure that 95 percent of all tuberculosis contacts, who were initially examined by tuberculin test, are completely evaluated within 90 days of the identification of the index case and receive care appropriate to their evaluation that is consistent with the Program's recommendations; (7) ensure that 90 percent of all suspects receive medical services leading to a final disposition within three months.

These seven objectives are basic to a sound tuberculosis control program and will be pursued until such time as Maine's incidence rate declines to an irreducible minimum. In addition, the program's efforts in FY 79 included: (8) working toward the reduction of the number of tuberculosis clinics as the incidence of the disease decreases; (9) informing and educating the Maine public and private health care sectors as to the expected forthcoming, nationally recommended, changes in medical management (i.e. shorter courses in drug therapy); (10) identifying the reasons for the high incidence of active tuberculosis cases in southern Aroostook County; (11) based on new information regarding the boostering effect of tuberculin skin testing, creating and implementing a new policy for screening health care facility personnel; (12) restructuring the school employee testing activity, taking into account the steep decline in the tuberculin reactor rate.

The five-year goal of the Tuberculosis Control Program is to assure that the incidence of tuberculosis does not exceed the current rate of 8.2 cases per 100,000 population and, furthermore, to achieve an irreducible level of incidence which is not determinable at this time.

Venereal Disease Control Program: Increasing numbers of sexually transmissible disease (venereal diseases) are being diagnosed, treated and reported in Maine. Gonorrhea is epidemic while others, such as infectious syphilis, late syphilis, non-gonococcal urethritis, trichomonas, and genital herpes are cause of concern due to their ever-increasing numbers in Maine.

The Venereal Disease Control Program relies upon private physicians, hospitals, family planning clinics, community health agencies, and local health departments to deliver diagnostic, treatment, and screening services throughout the State.

The program staff works closely with private physicians and other health care providers who demonstrate interest and request assistance in establishing venereal disease screening and treatment clinics. The program staff offers complete epidemiologic and administrative assistance to these clinics, including clinic management, in-service medical education, patient counseling and interviewing, contact follow-up and examination, and overall venereal disease case management.

Identification of early disease and risk factors through venereal disease screening is one of the major services rendered by the program. Blood tests for syphilis are performed on men and women by private physicians, hospitals, and other providers throughout the state. During FY 78, approximately 15,000 tests were performed. During the same period, approximately 48,000 women were screened for gonorrhea by private physicians, VD clinics, hospitals, family planning clinics, and other providers. The target age group in the female gonorrhea screening program is 15-35. The target population for FY 79 was 50,000 women.

During FY 79, the Program staff expected to accomplish the following objectives: (1) conduct epidemiologic follow-up and evaluation of all cases of early syphilis reported to the Bureau of Health to prevent and reduce the spread of infectious syphilis; (2) conduct surveillance over all public and private laboratories to assure that all people with reactive tests for syphilis are evaluated and followed until final dispositions are determined; (3) provide darkfield examination referral services to all physicians in order to authenticate and expedite the diagnosis of early syphilis cases; (4) reconsider the role of syphilis blood test screening throughout the state as it relates to the control of the disease and reduce the activities of the Public Health Laboratory in this area, directing resources into other VD testing activities; (5) conduct a gonorrhea screening program for women throughout the state to detect asymptomatic infection; (6) conduct epidemiological follow-up on 100 percent of patients with gonorrhea (male and female) reported from the VD clinics located in Portland, Bangor, and Auburn, and 75 percent of infected patients reported by the private medical community in the same areas; (7) conduct a comprehensive program of reculturing infected patients (test of cure) at specific health care provider locations throughout the state in order to confirm treatment success; (8) conduct a state-wide monitoring system in all major hospitals to guarantee the initiation and completion of epidemiologic follow-up of all female patients diagnosed and reported with acute salpingitis (pelvic inflammatory disease); (9) assist all school systems, mass media, and civic organizations in the preparation and presentation of information and education programs on the subject of venereal disease in order to raise levels of knowledge about the current epidemic; (10) conduct professional in-service training programs related to venereal disease diagnostic, treatment, and epidemiologic information in order to update and upgrade the current level of medical and epidemiological knowledge among medical professionals; (11) establish venereal disease diagnostic and treatment centers in the Lewiston/Auburn, Presque Isle, and Rockland areas in order to offer VD medical services to the residents of these areas.

The five-year goal of the Venereal Disease Control Program is to reduce the spread of venereal disease in Maine.

Division of Child Health.

Genetic Diseases Program: Genetic diseases are disorders involving the hereditary material—genes and chromosomes. When considered individually, genetic disorders are rare. Collectively, they constitute one of the most common medical problems and are present in 4.8 to 5 percent of all live births. Not only do genetic disorders often present severe problems for affected individuals, but their inheritable nature makes them a threat from generation to generation. This program addressed all the genetic diseases in FY 79, with special projects conducted for neural tube defects, inborn errors of metabolism and retinitis pigmentosa.

State-wide projects coordinated by the program are funded through a system of grants from the Department of Human Services to private, non-profit agencies. An advisory committee assists the Program Director in planning for future genetic disease projects.

The program staff is responsible for assuring the availability and the quality of genetic-disease-related services on a state-wide basis. Inherent in this responsibility is the design and implementation of disease-specific projects (i.e., hemophilia, Down's syndrome, etc.) and genetic disease diagnostic clinics coordinated state-wide to prevent duplication of effort and expenditures, and to promote effective use of medical-genetic resources. In FY 79 direct patient services were provided by the following grantee agencies: Genetic Counseling Center, Ellsworth; Eastern Maine Medical Center, Bangor; Southern Maine Resource Center and Pineland Center, Pownal; and the Foundation for Blood Research, Scarborough.

Five major types of services were rendered by the program in FY 79: laboratory services; family history services; genetic counseling services; health education and training; and diagnostic services.

In FY 78 the population receiving program services was 11,170. The target population for FY 79 was set at 11,000.

In FY 79, the program staff expected to accomplish the following operating objectives: (1) increase the effectiveness and efficiency of newborn screening activities; (2) deliver comprehensive genetic services to 100 families in northeastern Maine; (3) collect and construct pedigrees for 100 retinitis-pigmentosa-affected persons; (4) schedule and provide electroretinography tests; (5) schedule and provide genetic counseling to families requesting this service; (6) assure that, by June 30, 1979, an average of seventy-five women per week will receive alpha feto protein (AFP) maternal serum testing; (7) have a means available to counsel women who are at high risk by virtue of two elevated serum AFP values in a rapid, comprehensive, well-balanced manner; (8) counsel the parents of all neural-tube-defect-affected children born during the period within six weeks of their referral to the program; (9) assure that 50 percent of the newborns at Eastern Maine Medical Center will be screened for cystic fibrosis; (10) provide genetic consultations regarding 900 screened Family Planning clients; (11) provide genetic services to 30 families referred to the Southern Maine Resource Center; (12) assure that 40 percent of the biology teachers in Maine will be exposed to knowledge of human genetics in a format that they can teach to their students; and (13) increase the level of awareness of health professionals as to the value of genetics and the genetic resources available in Maine.

The five-year goal of the Genetic Diseases Program is to reduce the incidence, and therefore the burden, of genetic disease in Maine to the lowest level consistent with the state of the art.

Medical/Dental Services Program: The nine projects and activities constituting this program were first considered as a program entity following the performance, in FY 79, of an analysis of the Division's structure which suggested that the several projects and activities which had always been considered as separate entities did in fact have in common enough elements to justify grouping them as a single and coherent program. The nine sub-programs, some of which are managed centrally from the Augusta Program office, and others locally, through a grant or contract mechanism, are listed below:

The centrally operated sub-programs are:

Crippled Children's Services
SSI Handicapped Children's Program
Medical Eye Care
Mental Retardation Project-Lewiston Component
Sudden Infant Death Syndrome Service

The grant-managed units are:

Mental Retardation Project-Waterville Component
Handicapped Children's Program-Eastern Maine Medical Center
Children's Dental Project
Rural Dental Project

In addition, the Division provided funding for the following special projects related to the Medical/Dental Services Program:

Neonatal Intensive Care Center, Maine Medical Center
Poison Control Center, Maine Medical Center

The element common to these entities is the fact that they are all designed to serve the population which already has, or is suspected of having, a particular disease problem. This distinguishes them from the several other Division programs and projects, in which the principal emphasis is prevention or detection. For the most part, the program deals with chronic handicapping conditions, but it can also occasionally address certain acute diseases, since these can sometimes result in complications which are crippling.

The services rendered by the program in FY 79 were for the most part purchased from private sector providers, only counseling being provided by program staff. The several purchased services included, in varying combinations for each sub-program: diagnosis; treatment (including surgical, medical, special equipment, drugs, therapies, et. al.); laboratory; radiology; transportation; dental; health education; and counseling.

In FY 78, the program served an estimated 6600 persons if Medical Eye Care is included (or 2300 if it is excluded). The total target population set for FY 79 was 7000.

In FY 79 the program staff expected to accomplish the following objectives: (1) assure that the persons referred to the program because of handicapping conditions receive health care appropriate to their needs; (2) study the various organizational entities in the Division which serve populations with existing health conditions in order to determine the conceptual feasibility of grouping them into one program entity (Medical/Dental Services); (3) satisfy the federal mandate for submitting the program operation to review and examination by a federal review team.

The five-year goal of the Medical/Dental Services Program is to reduce the prevalence of selected handicapping conditions in Maine.

Perinatal Diseases Program: The public health problems addressed by this program are all adverse outcomes of pregnancy such as birth defects, birth injuries, low birth weight, respiratory distress syndrome, or toxemia of pregnancy. This program addresses all such problems providing that they fit the definition of a public health problem (see Primary Disease Prevention (Children) Program below). The purpose of the program is to reduce the incidence of preventable disease and death which occurs in the perinatal period, and which would consequently impact on the prevalence of handicapping conditions in childhood. This program is designed to be a preventive program which offers services to pregnant women and their families. (The detection and treatment of neonatal and infant diseases is addressed by the Primary Disease Prevention (Children) Program below.)

The services rendered by the Perinatal Diseases Program to pregnant women are provided by agencies or associations through grants awarded by the Department, with the exception of the direct services provided by the Division of Public Health Nursing. In FY 79, program services were rendered through the following grant projects and by the Division of Public Health Nursing:

Rural Maternal and Child Health Project, Community Health Services, Portland.

Maternal and Child Health Project
York County Health Services, Saco.

Maternal and Infant Care Project,
Downeast Health Services, Ellsworth.
Prenatal Clinic
Mid-Maine Medical Center, Waterville.

In addition, the Division funded the following special projects which are related to the Perinatal Diseases Program:

Maine Fetal Risk Project, Maine Medical Association.

WIC Project (Supplemental Foods for Women, Infants and Children), eleven local agencies, State-wide.

The services available to women through the program in FY 79 varied with the locality in the state. As a minimum, all women served had available to them two categories of services, health screening and counseling. Beyond that, and in some locations only, the women might have received, if they had need, health education in classes, laboratory and treatment services, family planning care, provision of drugs, and reimbursement for transportation.

The population served by the program in FY 78 was approximately 1000 women. The target population set by the Program for FY 79 was 1345.

In FY 79 the program staff expected to accomplish the following operating objectives: (1) complete the Perinatal Diseases Program Plan in fulfillment of the Bureau of Health requirement for a State Plan for Public Health Services; (2) complete preliminary planning for the assembly of, and a procedure to be used by, the Division's technical advisory panel in selection of perinatal public health problems; (3) complete preliminary drafts of all input and output instruments of the Division's developing grant monitoring system; (4) activate a prenatal clinic in at least one geographical area of presumed high incidence of low birth weight, in order to lower over time this adverse outcome of pregnancy (prenatal clinic at Mid-Maine Medical Center operational as of January, 1979); and (5) explore the advisability of undertaking a project to address specifically the health problems related to teen-age pregnancies.

The five-year goal of the Perinatal Diseases Program is to improve the outcome of pregnancy in Maine.

Primary Disease Prevention (Children) Program: The health problems addressed by this program are those conditions which fit the following definition of a public health problem:

—It does occur in Maine today;
—It does result in significant damage;
—That damage is to a large extent unnecessary in light of the current state of the medical art—that is, the condition *should* be preventable;
—It is reasonable to expect that the problem *can* be prevented, or at least reduced to some as yet undetermined irreducible minimum level;
—The problem is such that the private medical sector and individual private citizens together are unable to achieve reduction to an acceptable level; and
—Data are available to permit at least a limited description of the size, distribution and trend of the problem.

Examples of the public health problems addressed by the program in FY 79 are: anemia (iron deficiency); hearing impairments; overweight; underweight; and vision impairments. The purpose of the program is to reduce the incidence of preventable diseases of children, either through primary prevention (preventing a disease from occurring in the first place) or through modification of disease by early detection and treatment. The Pediatric Advisory Committee, seven pediatricians selected by the Executive Committee of the Maine Chapter of the American Academy of Pediatrics, have made themselves available to the program management as consultants.

Services are rendered by the program through private agencies and institutions and through the state and local health departments. The program staff makes arrangements for services through a grant mechanism, through contractual agreements, and by delegation to staff employed directly by the Bureau of Health. In FY 79 the program's services were rendered through the following five grant projects and three sub-programs:

Grant Projects:

Rural Maternal and Child Health Project
Community Health Services, Portland.

York County Maternal and Child Health Project
York County Health Services, Saco.

Maternal and Infant Care Project
Downeast Health Services, Ellsworth.

Children and Youth Project
Downeast Health Services, Ellsworth.

Children's Clinic
Mid-Maine Medical Center, Waterville.

Sub-Programs:

Division of Public Health Nursing (State-wide as needed)

Early Periodic Screening, Diagnosis and Treatment (EPSDT), thirteen local agencies State-wide.

Preschool clinics, eight local agencies, State-wide.

In addition, the Division sponsored and funded a project, the goal of which is closely related to that of this program: the School Health Education Project, conducted by the Health Education Resource Center, with a five-year objective to have established locally-developed and approved health-problem-oriented health education curriculum guides (K-12) in all school systems in Maine wishing to participate.

The program services available to children in FY 79 depended on the geographic area in which the child resided. At a minimum, preschool children were offered the services of screening and counseling by a nursing professional in the home or screening services in a clinic setting of a physician's office. Screening clinics were available in most geographic areas. Children were screened according to a prescribed periodicity schedule.

An estimated 38,500 children were served by the program in FY 78. The target population set for FY 79 was 34,200.

In FY 79, the program staff expected to accomplish the following operating objectives: (1) complete the Primary Diseases Prevention Program Plan in fulfillment of the Bureau of Health requirement for a State Plan for Public Health Services; (2) complete preliminary planning for the assembly of, and a procedure to be used by, the Division's technical advisory panel for the selection of health problems; (3) complete preliminary drafts of all input and output instruments of the Division's developing grant monitoring system; (4) collect on a limited basis health-problem-related data suitable for evaluation from a selected number of grantee agencies; and (5) initiate a Children and Youth Project in an area in need of comprehensive children's services. (Mid-Maine Medical Center project initiated).

The five-year goal of the Primary Disease Prevention (Children) Program is to reduce the incidence and prevalence of those health problems in children to which the program has assigned priority status.

Division of Health Engineering. The Division of Health Engineering serves the entire state resident and visitor population through the following four major programs. In addition, the Division staff provides administrative and clerical assistance for the Plumbers' Examining Board, the State Board of Funeral Services, the State Board of Hearing Aid Dealers and Fitters, and the Board of Certification of Water Treatment Plant Operators.

Community Environmental Health Program: The population living in Maine communities is exposed to a variety of health hazards from biological, chemical and physical agents. This Program addresses the following potential health hazards from these agents:

a. Biological Hazards—Food-borne diseases are caused by incubation in foods of certain strains of bacteria commonly found in the environment. Molds, yeasts, parasites, etc. are of biological origin and may cause illness and death. Pseudomonas, swimmers' itch, eye infection, etc. are identified as being transmitted in public swimming pools. Communicable diseases may be transmitted from open sores, the respiratory tract, and/or the digestive tract of persons handling food ingested by the general public. Biologically unsanitary conditions can occur in relation to tattooing, mass gatherings, camping, etc.

b. Chemical Hazards—Severe cases of food poisoning have occurred when pesticides or other chemicals have been spilled accidentally or have contaminated food or water. Lead-based paint in older residences has caused brain damage to young children. Carbon monoxide and oil fumes can contaminate breathing air supplies from poorly-maintained air compressors. Dyes used in tattooing may cause allergic effects or may be carcinogenic.

c. Physical Hazards—Microwave ovens may affect heart pacemakers or may cause cataracts in the eyes of persons exposed to hazardous microwave levels. Electrical injuries are common from poorly grounded appliances and over-loaded electrical circuits.

The Community Environmental Health Program has a long history of surveillance of food and lodging services provided by Maine's recreational industry. Over the years, the Legislature has directed the Division to license an ever-increasing number of related establishments, such as school lunch programs, vending machines, boys and girls camps, etc. More recently, enabling legislation related to monitoring air quality from scuba compressors and the condition of residential buildings painted with lead-based paint has been enacted and added to the responsibility of this program. General sanitation complaints received by the Division are directed to this program for investigation. Other areas of program interest include consumer products safety, consumer protection, community noise control, hazardous materials, transportation of toxic substances, poison control, etc.

The major operating objectives which the program staff expected to accomplish in FY 79 were: (1) draft legislation related to regulation of the design and operation of public swimming pools and public bathing facilities; (2) collect information on model health ordinances in anticipation of future adoption of a State model ordinance; (3) draft a procedure for response to food-and-water-borne outbreaks and other emergencies with participation by other Divisions within the Bureau of Health.

The five-year goal of the Community Environmental Health Program is to expand community environmental health services by ten percent by promoting improved services to more people through state/municipal cooperation.

Drinking Water Program: Inadequate water supply systems can and do result in potential health related problems. Such systems can subject the population to biological, chemical, and physical hazards as follows:

a. Biological Hazards—A multitude of biological organisms are present in all untreated water supplies. Through chlorination and filtration, most of these organisms are eliminated. Due to the wide variety of organisms present, the mechanism for detecting bacteria in water is through an "indicator" organism known as coliform bacteria. Generally speaking, if coliforms are present, it can be assumed that other, possibly harmful, organisms are present. The current standard for bacteria sets the monthly average for coliform bacteria at 1 colony per 100 milliliter sample.

b. Chemical Hazards—The Safe Drinking Water Act requires the periodic testing of drinking water for ten inorganic chemicals (arsenic, barium, cadmium, chromium, fluoride, lead, mercury, nitrates, selenium, and silver) and six organic chemicals (endrin, lindane, methoxychlor, toxaphene, 2, 4, —D and 2, 4, 5, —TP silvex). Studies carried out by the U.S. Environmental Protection Agency have identified as many as 20 potentially hazardous organic compounds in water supplies which are considered properly protected.

c. Physical Hazards—Several physical aspects of drinking water such as temperature, color, taste, etc., may be objectionable to the public. However, the only physical aspect that presents a hazard to health is turbidity. Turbidity is a measure of the water's cloudiness, normally brought about by suspended silt and clay particles. Turbidity has been shown to interfere with the disinfection process, and has therefore been set at a maximum of 1 turbidity unit. An additional physical hazard encountered in drinking is radon gas and other radionuclides.

The Drinking Water Program provides surveillance of water quality and renders technical assistance to Maine public water utilities. In 1976, the Department accepted primacy for regulating community and non-community water supplies, as defined in the Federal Safe Drinking Water Act of 1974. Rules were adopted for the first time in 1977, and more frequent sampling of many additional water supplies is now required. The program's focus is primarily on water served to the general public for consumption. A secondary role is the interpretation of water analyses for the private sector.

In the public sector, the Drinking Water Program staff monitors the water quality of approximately 400 community supplies which serve residential users, and approximately 3,500 non-community supplies which serve transient populations throughout the year. The program staff also monitors permitted cross-connections between industrial accounts and public water supplies, bottled water installations, fluoridation of school and public water supplies, and enforces the certification requirements as promulgated by the Board of Certification of Water Treatment Plant Operators. Education of these operators is a major function of this program.

In FY 79, the program staff expected to accomplish the following major operating objectives: (1) revise rules dealing with cross-connection, fluoridation, and drinking water to conform with the Administrative Procedures Act format; (2) conduct eleven (11) seminars in four (4) locations in the State to upgrade and improve the ability of operators to deal with the State and Federal Safe Drinking Water Acts; (3) initiate implementation of a model state data processing system to monitor the administration of the Safe Drinking Water Act in cooperation with the State Department of Environmental Protection; and (4) develop a computer program to handle the reporting, billing and record-keeping procedures connected with the 15,000 private water analyses performed annually by the Public Health Laboratory, in cooperation with the Department's Division of Data Processing.

The five-year goal of the Drinking Water Program is to reduce by 30 percent the number of community and non-community water supplies not routinely in compliance with State and Federal drinking water quality standards.

Occupational and Radiological Health Program: The ubiquitous use of chemical, physical, and biological agents in the work environment impinges on the entire community. Employees and the general population are exposed to varying quantities of hazardous agents that may have a detrimental effect on the health of Maine citizens. The following hazards are reviewed to illustrate the nature of the health problems addressed by the program.

a. Biological Hazards—Workers are exposed to biological hazards in occupations such as farming (fungi, poison ivy), meat cutting (anthrax), tanning (raw hides), sewage treatment (fecal organisms), hospitals (communicable diseases), etc.

b. Chemical Hazards—The National Institute for Occupational Safety and Health has published a list of over 16,000 toxic chemicals. About ten percent of these chemicals are suspected of causing cancer or having mutagenic potential in laboratory animals and possibly man. Chemical hazards exist in virtually every industry.

c. Physical Hazards—Many physical hazards exist in industry. Noise hazards affect more workers in Maine than any other single occupational agent. Devices using radioactive chemicals, X-ray devices, lasers and microwaves are commonly found in industry. Workers are subjected to cold work areas with the potential for hypothermia. Physical abrasions can be the cause of several types of dermatitis. Hazards to the general population result from exposure to X-rays, gamma radiation, ultra sound, microwaves, etc.

The Occupational and Radiological Health Program has provided occupational health services for many years and adopted rules in 1955 related to healthful places of employment and labor camps. These rules were pre-empted by the Federal OSHA Act in 1974. Radiological health rules were first adopted in the late 1950's and apply to X-ray equipment, medical radioisotopes, and industrial use of ionizing radiation. An environmental monitoring program has provided surveillance of the Maine Yankee Atomic Power Reactor since 1970.

The program staff provides information, education, and promotes general public awareness of the potential hazards of chemical, physical, and biological agents in the workplace and/or in the community.

Occupational health consultative services are provided in conjunction with activities of the Maine Bureau of Labor and agreements with the U.S. Department of Labor to protect the health of workers in Maine industry and areas of public employment.

Radiological health activities include inspection of medical X-ray devices to determine compliance with the rules. As a member of the New England Compact, the Occupational and Radiologic Health Program is interested in maintaining environmental monitoring and emergency response to nuclear incidents. Emergency planning for radiological accidents is the joint responsibility of the State Departments of Human Services, Public Safety (State Police), and Defense and Veteran Services.

Operating objectives which the program staff expected to accomplish in FY 79 were: (1) determine survey and evaluative methods to identify work environments with the greatest health hazard potential in Maine industry; (2) develop survey and evaluative methods to determine the radiation exposure from the administration of unnecessary X-ray procedures and radiographic retakes; (3) study the health effects related to radon in water.

The five-year goal of the Occupational and Radiologic Health Program is to reduce by 25 percent the environmental health effects related to working conditions and medical X-ray exposures.

Wastewater and Plumbing Control Program: Improperly installed plumbing and subsurface wastewater disposal systems can subject man to many biological, chemical and physical health hazards. The following is a description of some of these hazards:

a. Biological Hazards—Domestic wastewater has the potential of containing one or more of 100 known intestinal viruses, plus a number of other water-borne microorganisms capable of causing diseases and/or illness in man, such as typhoid, cholera, hepatitis, poliomyelitis, and bacillary dysentery.

b. Chemical Hazards—The chemistry of domestic wastewater is so complex and variable that it will be illustrated by the following list of substances one might expect to find in domestic wastewater: detergents, soaps, greases, foods, beverages, drain cleaner, oven cleaners, bleaches, ammonia, polishes, floor and furniture waxes, ink, insect sprays, wetting agents, sputum, vomit, mucus, toothpaste, urine, fecal material, paper, sanitary napkins and, in general, any liquid or semi-liquid substance found in the typical household.

c. Physical Hazards—Most physical hazards are associated with plumbing rather than with subsurface wastewater disposal. Of particular concern is ensuring that: (1) devices for heating and storing water are installed so as to guard against dangers of explosion or over-heating; (2) plumbing is installed so as to guard against backflow and syphonage of wastewater into the drinking water supply system; (3) plumbing is installed so as to guard against the leakage of toxic and explosive gases back into the occupied portions of the home, etc.; (4) plumbing is installed in a manner to permit easy cleaning and maintenance and to prevent damage to the buildings' structural components which may result in rendering buildings unsafe.

The Wastewater and Plumbing Control Program dates back to 1933 with the adoption of the first plumbing code for interior plumbing. Septic tanks, cesspools, and direct discharges were first addressed in the Maine Plumbing Code in 1941. Today, under legislation adopted in 1973, the program assists each town in Maine to administer a municipal plumbing control program by providing technical assistance and record-keeping services. All municipal plumbing inspectors are examined and certified under program auspices. The program staff also examines and licenses professionals who design subsurface wastewater disposal systems. In cooperation with the Plumbers' Examining Board and municipal plumbing inspectors, the staff is responsible for assuring that all plumbing and subsurface wastewater disposal systems installed in Maine do not create a public health, safety, or environmental hazard.

In FY 79, the program staff expected to accomplish the following operating objectives: (1) improve municipal administration and enforcement of the plumbing and subsurface wastewater disposal codes through increased surveillance, monitored by program staff utilizing EDP; (2) restructure and print all codes and rules administered by the program into the new format mandated by the Administrative Procedures Act (APA); (3) promulgate rules pertaining to the certification of local plumbing inspectors as required by the APA; (4) initiate microfilming of permit, engineering designs, and other legal-type documents in order to reduce space requirements; (5) revise forms and office procedure to provide quicker response to correspondence and plan review requests; (6) continue to provide public information and education, using the newsletter, seminars, and the media with special emphasis on plumbing and soils identification; (7) continue to assist municipalities (upon requests) in the enforcement of the codes.

The five-year goal of the Wastewater and Plumbing Control Program is to continue to assure that all plumbing and subsurface wastewater disposal systems are installed in a manner which will not create a public health, safety, or environmental hazard.

Division of Public Health Nursing. The purpose of the Division of Public Health Nursing is to render services in support of programs conducted by the Bureau of Health. In FY 79, the Division supported the following programs:

Acute Communicable Diseases of Childhood
Diabetes Control

Genetic Diseases
Hypertension Control
Medical/Dental Services
Perinatal Diseases
Primary Disease Prevention (Children)
Tuberculosis Control

On behalf of Bureau of Health Programs, the Division's activities are focused on preventive nursing services. Care is provided to the sick in areas where it is not available from local or regional agencies. However, nursing care of the sick provided by the Division's staff and services to public schools are being phased out as an increasing number of local agencies and school nurses assume these responsibilities. This trend is making it possible for the Division staff to focus increasingly on activities in support of preventive programs, such as the development of standards for nursing care and health screening efforts.

Direct services rendered by the Division staff on behalf of programs are provided through visits to individual patients and through clinic activities. Consultation and staff development assistance is provided by the staff to community nursing agencies and schools. Administrative activities include policy formulation and dissemination, and grant and contract management.

Division of Public Health Laboratories. The major function of the Division is to render support to the Bureau of Health Programs. In FY 79, the following programs received Laboratory support:

Program Supported	*Support Activities*
Acute Communicable Diseases of Childhood	Rubella-screening and immunization; Biologic distribution for immunization, T.B., V.D., and communicable disease programs.
Epidemiology	Bacteriology, virology, serology, parasitology, mycology—screening, diagnosis and test of cure.
Tuberculosis Control	Sputum smear for A.F.B.; Sputum culture for T.B. and other mycobacteria (A typical); Sensitivity testing against six chemotherapeutic agents.
Venereal Disease Control	Gonorrhea screening, diagnosis, and test of cure; Syphilis screening, diagnosis, and test of cure.
Genetic Diseases	Hypothyroidism; P.K.U. (Phenylketonuria); Maple sugar urine disease; Homocystinuria; Galactosemia; Tyrosinemia.
Primary Disease Prevention (Children)	Screening and diagnosis; Erythroprotoporphrine; Lead analysis.
Community Environmental Health	Bacteriological testing (coliform); Chemical testing (nitrates, nitrites, chlorides, hardness and heavy metals); Bacteriological testing for safety (potability); Microscopic (parasitological); Chemical (excess residues).
Drinking Water	Bacteriological testing (coliform); Chemical testing (nitrates, nitrites, chlorides, hardness and heavy metals); Tri-halo methanes from sources of drinking water; Herbicides and pesticides; Certification of water-testing labs under Safe Drinking Water Act.

Occupational/Radiological Health	Wiscasset reactor; Environment (foods, seaweed, milk, other inanimate objects); Wipe testing; Organic solvents contamination; Atmospheric gases and dusts.

Of increasing importance is the Laboratory Improvement Program, which attempts to provide uniform quality standards for all clinical laboratories, whether private, hospital, or independent.

In addition to the various Laboratory activities conducted by the Division in support of programs of the Bureau of Health, Laboratory support was rendered in FY 79 to other state agencies, including: (1) horse racing chemistry for the Racing Commission; (2) animal rabies testing for the Department of Agriculture; (3) toxicology for the Medical Examiner; (4) drug identification for law enforcement agencies; (5) blood-breath alcohol for the Highway Safety Program; (6) water analysis for the Department of Transportation; (7) pesticide testing for the Department of Transportation; (8) bacteriological analysis of stuffed toys for the Department of Labor; (9) Laboratory Improvement Program for Hospital Services Division, which licenses as well as approves clinical laboratories for Medicare-Medicaid reimbursement; and (10) arson testing for the Department of Public Safety.

The following services were provided to local health departments: microbiology-reference, diagnostic; venereal diseases testing; blood lead screening and testing; and various environmental services.

Nearly four years' experience with the Division's expanded fee-for-service system has been accumulated since October 1975. With continued reduction in state and federal support, plus inflation, earned income represents a significant portion of support to the operation of the Public Health Laboratory. This is particularly evident in the field of microbiology, where earned income represents over 50% of the budget operation. Currently there is no charge for: testing services for tuberculosis, syphilis, gonorrhea; virology isolation for diagnosis; and reference culture service to hospital laboratories. However, since these free services represent 26 percent of the Laboratory's total budget, and in order to permit the continuation of these services, nominal handling charges will be instituted to defray a portion of these expenses.

Chronic Disease Activities.

Diabetes Control Project: Diabetes mellitus is a chronic disorder of metabolism resulting in excessively high blood sugar and leading to polyuria (excessive urine production). Common complications of the disease are various disorders of the vascular and nervous systems (e.g. atherosclerosis, severely impaired vision, amputation of lower extremities). Diabetes is the seventh leading cause of death in Maine. If the deaths in which diabetes is a contributing factor are taken into account, diabetes is the third leading cause of death in Maine.

In FY 79, the Diabetes Control Project was directed and funded by the Department, as an extension of its own services, through Medical Care Development, Inc., with fiscal support provided under a contract with the U.S. Public Health Service Center for Disease Control.

An advisory committee representing relevant segments of the Maine health care community assisted the project staff in program planning and development. An additional committee has been appointed to advise and assist the Diabetes Control Project staff to develop a sound financial basis for continuing support of services rendered.

The Division of Public Health Nursing in the Bureau of Health, through its Adult Health Assessment Program, provides diabetes screening, referral and follow-up services by way of contracts with thirteen community health agencies.

During the first project year (FY 78), the project staff analyzed existing morbidity and mortality data on diabetics in Maine. The staff documented the major problems, identified the major factors which contribute to each problem, and determined the most appropriate approach in addressing the contributing factors. This research and analysis has resulted in the diabetes control plan presented to the Center for Disease Control as a part of the second-year funding request for the project. During the second project year (FY 79), the project staff expected to accomplish the following objectives: (1) assure clinical, educational, and patient input into the development of the diabetes health care system components; (2) standardize a hospital-based inpatient and outpatient model directed toward the prevention of secondary complications of the disease and which can be evaluated in sufficient detail to warrant third-party payment on a continuing basis; (3) assure the continued maintenance and control of all diabetic patients; (4) assure long term reimbursement for provision of ambulatory diabetic education and follow-up services; (5) provide technical assistance as requested to ten hospitals for improving existing inpatient education; (6) develop staff training programs to improve the skills and qualifications of health personnel providing diabetic education; (7) develop and deliver continuing education programs for physicians, nurses, dietitians, and other health personnel which promote the prevention, recognition, and management of diabetes and its complications; (8) improve the management of diabetic pregnancies to reduce perinatal morbidity and mortality; (9) develop a system to evaluate the impact of diabetes programs through the use of mortality and morbidity indicators; and (10) improve and expand the diabetic data base.

The Diabetes Control Project's goal for the second project year is to prevent or reduce morbidity and premature mortality caused by secondary complications of diabetes (e.g., amputation, retinopathy); such secondary prevention to be accomplished by assuring optimal control and management of the diabetic patient by developing during the project year a statewide diabetes control system which is acceptable to third-party payors and which assures the future funding of all system components.

Hypertension Control Program: Hypertension, or high blood pressure, is a complex array of physiological processes most obviously manifested as increased pressure in the arteries of the body. There are two general types of hypertension. Primary hypertension is high blood pressure of unknown cause. Secondary hypertension is an elevation of blood pressure associated with other disease entities such as tumors, kidney disease, etc. Of 720,000 adults in Maine, an estimated 15 percent (or 108,000) have elevated blood pressure levels.

In 1977, the U.S. Public Health Service required that a small portion of the block grant funds awarded to the states in accordance with Section 314(d) of the Public Health Service Act must be expended in a state hypertension services program. The Bureau of Health deployed some of its allocations to establish and fund, through Medical Care Development, Inc., the Franklin County High Blood Pressure Control Program. An amendment to the Public Health Service Act effective October 1, 1979, changes the block grant hypertension funding to states under Section 314(d) to competitive project grants designed to assist State health departments to establish and maintain programs for the screening, detection, diagnosis, prevention, and referral for treatment and control of hypertension. The goal of the grants is to reduce the morbidity, disability and premature death from uncontrolled hypertension. An application for a Hypertension Project Grant was submitted by the Bureau of Health to the Public Health Service in late FY 79.

In FY 79, the Hypertension Control Program encompassed hypertension control services provided by the Division of Public Health Nursing in the Bureau of Health. The Maine High Blood Pressure Council acts as the advisory committee to the Hypertension Control Program. Within the Division of Public Health Nursing, hypertension control services are managed under the Division's Adult Health Assessment Program. In FY 79, AHAP contracted with eleven community health agencies state-wide for the provision of hypertension control services and provided direct services in two counties.

The program staff expected to accomplish the following objectives in FY 79: (1) increase the number of service recipients in the younger (ages 35-64) population; (2) assure the coordination of all hypertension control services in the State; and (3) initiate the development of a system to evaluate the impact of the Hypertension Control Program through the use of mortality and morbidity indicators.

The five-year goal of the Hypertension Control Program is to reduce the incidence of premature stroke and heart disease by assuring optimal control and management of hypertensive patients; such secondary prevention to be accomplished by developing a State-wide hypertension control system which is acceptable to third-party payors and which assures the future funding of all system components.

Office of Dental Health. The office of Dental Health was created by the Dental Health Act of 1975. Under the guidance of the Maine Dental Health Council, the Office is assigned a broad range of responsibilities. It serves as a consultant to the several departmental programs providing dental care.

In the area of prevention, a major effort is the School Dental Education Program. The Office also works with the Division of Health Engineering on the fluoridation of public and school water systems.

Through the Council, the Office monitors and makes recommendations to the Commissioner on dental health issues. The Council evaluates a variety of programs including dental clinics, health education curricula, health planning and legislative proposals.

Emergency Medical Services Project. The Emergency Medical Services Project, initially established in 1967, has overall responsibility in the planning, implementation, and evaluation of the State's Emergency Health Care Delivery System. Towards this end, the project works with the prehospital and inhospital critical care phases of emergency medical care—from the basic life support services administered at the onset of an accident or disaster scene to the advanced level of treatment provided in an intensive care unit in the hospital. The project is authorized to set standards for ambulance services providing emergency medical care, to license vehicles and personnel based upon approved standards, and to inspect services, vehicles and personnel to insure compliance with these standards. Increased project activity has also centered around determination of appropriate levels of care—and educational forums to provide that care—in the ambulance, in the emergency department, in the intensive care unit/critical care unit, and even in the public sector. To illustrate the level of success the Maine EMS Project has achieved, the Federal Director of Emergency Medical Services, cited the Maine Project for its outstanding efforts in systems development in his remarks at the Tri-Regional EMS meeting in Chicago in October, 1977, describing the project as a "model rural EMS system."

Education of physicians, nurses, Emergency Medical Technicians (EMT) and the public as well has been a major thrust of staff activities. A *Treatment, Triage, and Transfer Protocols* manual was written in draft form to establish a basis for standardized prehospital Advanced Life Support programs and to serve as a guide for other critical care areas. This manual is undergoing revision by physicians throughout the State in order to incorporate regional expertise before finalizing the document. Other educational efforts have included standardized Statewide EMT, first responder, and advanced EMT training programs and exams. Currently, there is a conjoint effort between the EMS Project, the American Heart Association—Maine Affiliate—and the savings banks of Maine to train the public in Cardio Pulmonary Respiration (CPR), with projected estimates of those to receive training set at 50,000 people during the project year.

A major effort has been initiated to collect and evaluate information pertaining to the 15 components of an EMS system as they relate to improving patient care. Towards that end, a Hospital Profile Survey was developed for use in evaluating Maine's 51 acute care hospitals. From this data, regional evaluation reports were developed and distributed to hospital administrators and physicians to provide a management tool and means of evaluation in order to improve and fill unmet needs in the hospital setting. Standardization of reporting was another project undertaken from which will be developed both an ambulance run form and an ambulance survey form which are used by ambulance services in Maine.

Stretching beyond the geopolitical boundaries of Maine, the EMS Project participated in the New England Regional Burn Program (NERBP), a cooperative effort of the New England Council for EMS, physicians and surgeons, and hospital administrators throughout the six New England states. This New England consortium is directing its efforts towards a three year prospective burn data collection effort. The EMS staff has also revised the Statewide EMS Communications Plan which serves as a guideline for the development of EMS communications systems not only in Maine, but in cooperative projects with neighboring locales as well, such as New Hampshire and the Province of New Brunswick, Canada. A 911 access/dispatch system has been implemented in five locations within the State and is in the advanced planning stage in another area.

Continuation of these activities was possible in part by the Department of Health, Education and Welfare (DHEW) funding in the amount of $850,000 awarded for FY 79 in the Southern Maine, Kennebec Valley, and Northeast Maine Regions.

LICENSES, PERMITS, ETC.:
Division of Health Engineering

License:
- Eating Places
- Eating & Lodging Places
- Eating Place Mobile
- Vending Machines
- Eating Places & Vending Machines
- Catering Establishments

- Eating Places & Catering
- Catering & Vending Machines
- Lodging Place (Rooms in private homes)
- Motels-Hotels
- Cottages
- Overnight Camps
- Motor Courts
- Mobile Home Parks
- Tenting Areas
- Trailer and Tenting
- Recreational Camps
- Day Camps
- School Lunch
- School Lunch and Catering
- Class "A" Taverns
- Tattooing Parlors
- Narcotic Manufacturers
- Compressed Air (for Self-contained breathing apparatus)
- Senior Citizen's Feeding

Permit:
- Mass Gatherings

Certificate:
- Local Plumbing Inspector
- Site Evaluator

Registration:
- Swimming Pool
- Bathing Beach
- Ioning Radiation

Approval:
- Fluoridated Water Supply
- Public Water Supply

Public Health Laboratory

License:
- Independent Clinical Laboratory

Certificate:
- Blood Alcohol Phlebotomist
- Blood Lab Analyzer
- Drug Analyzer
- Water Testing (Public)

PUBLICATIONS:

Epi-gram monthly Disease Control Report
Lab Gab monthly Newsletter from Health Laboratory

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	210,145		524,085		—313,940	
Bal Brt Fwd— Encumbered	535,434	4,703	216,791		313,940	
Licenses/Permits/Fees/Tax	268,541		268,541			
Revenue From Federal Govt	8,532,871				8,532,871	
Revenue—Private Sources	24		24			
Fees Charged For Services	412,031		412,031			
Legislative Approp/Alloc	1,715,346	1,715,346				
Adjustment of Balance Fwd	19,398	3,447	—182,167		198,118	
Transfers—Non-Federal $	—51,783	—51,783				
Transfers—Federal $	—57,800				—57,800	
TOTAL RESOURCES	11,584,207	1,671,713	1,239,305		8,673,189	
EXPENDITURES						
Salaries and Wages	2,738,040	1,219,015	466,243		1,052,782	
State Share of Retirement	320,539	143,587	54,027		122,925	
Prof Service, Not By State	149,994	17,891	17,340		114,763	
Computer Service, By State	65,594	34,874			30,720	
Other Prof. Serv., By State	6,860	20	—15,311		22,151	
Travel Expenses, In-State	112,260	50,982	15,604		45,674	
Travel Expense, Out-State	21,040	2,983	7,726		10,331	
Operation—State Vehicles	9,835	742	6,733		2,360	
Utilities	72,881	27,604	5,367		39,910	
Rents	97,848	28,273	25,958		43,617	
Repairs	11,162	1,595	7,466		2,101	
Insurance	69,282	27,371	13,443		28,468	
General Operating Expense	187,356	51,770	39,211		96,375	
Food	—157				—157	
Fuel	10,503	10,503				
Other Supplies	249,415	10,711	126,340		112,364	
Grants to Local Govts	23,221				23,221	
Grants to Pub. & Priv. Orgs.	6,362,624	20,000	33,918		6,308,706	
Unemployment Comp Benefit	232		232			
Public Assistance Grants	331,600	8,461	15		323,124	
Pensions	12,939	6,309	38		6,592	
Equipment Purchases	295,137		242,899		52,238	
Trans to Gen-Fund Sta-Cap	121,571		33,428		88,143	
TOTAL EXPENDITURES	11,269,776	1,662,691	1,080,677		8,526,408	

DIVISION OF PUBLIC HEALTH NURSING

HELEN ZIDOWECKI, DIRECTOR

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Established: 1977 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 10; *Unit:* 147; *Unit Citation:* 22 M.R.S.A., Sect 1961

Average Count—All Positions: 69 *Permanent Legislative Count:* 50

PURPOSE: The responsibilities of the Division of Public Health Nursing are as follows: to establish standards for programs carried out by the department pursuant to state and federal laws or regulations, to provide community nursing services in communicable diseases; to promote programs for the health of mothers and children, and to do school screening done in cooperation with the Department of Educational and Cultural Services. The Division also has the responsibility of informing the community of nursing agencies and to provide nursing services, and technical assistance.

ORGANIZATION: The Commissioner of Human Services appoints the Director of Public Health Nursing, who is licensed as a registered nurse in the State and has education and experience in community health nursing.

The Division is made up of six full-time professional (4 consultants, 1 coordinator, 1 director) and four clerical central office staff and sixty-three full-time equivalent people in the eighteen field offices.

PROGRAM: The focus of the Division of Public Health Nursing is on preventive nursing services, specifically child health services, and disease control. Care is provided to the sick in areas where it is not available by local regional agencies; however, services to the sick and to the public schools are numerically decreasing by this Division as local agencies and school nurses increasingly assume these responsibilities. This trend has allowed the Division to become involved in other programs of prevention and detection such as lead poisoning, genetic disease, sudden infant death syndrome, and the development of standards of nursing and screening care for other programs like Early Periodic Screening Treatment and Diagnosis (EPSDT) Program and the Adult Health Assessment Program.

Direct services rendered by the Division are provided through direct visits to patients, and through clinic activities. Consultation is provided to Community Nursing Agencies, and other parts of the Department.

During FY 79 approximately 25,000 direct visits were made to patients in connection with communicable disease control (such as tuberculosis and venereal disease), maternal and child health (pregnant women, newborns and infants, premature births, sudden infant death—children under Crippled Children's Services, etc.), Genetic Disease Program, Lead Poisoning Program, mental and emotional health and health promotion (visits to well people with the focus on prevention of health problems). Clinic activities include child health conference and preschool immunization clinics (about 100 locations), school physical examinations and immunizations, tuberculin testing of school personnel, tuberculosis clinics (eight locations) and crippled children clinics (such as cardiac, orthopedic, preschool development, cleft palate and cystic fibrosis).

The Division of Public Health Nursing is increasingly becoming involved in standards- setting for nursing practices in the field (e.g. EPSDT, well child examinations, adult health, etc.) and to this end, the Division has developed policies and procedures for visits in several of these areas. The Division collects data in areas of school health services, sudden infant death, preschool examinations, and services to high risk infants, to name a few. These activities, in addition to organizing clinics for immunization for children, detection of tuberculosis and venereal disease, and the overall coordination of nursing services on a community-wide basis, constitutes the emerging role for the Division's nurses.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $936,608 in FY 79 and are, by administrative decision, included with those of the Bureau of Health.

BUREAU OF SOCIAL WELFARE

ROBERT O. WYLLIE, DIRECTOR
PAUL A. LeVECQUE, Deputy Director

Central Office: *Telephone:* 289-2415
Location: Human Services Bldg., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1954 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 10; *Unit:* 144B; *Unit Citation:* 22 M.R.S.A., Sect. 1

Average Count—All Positions: 446 *Permanent Legislative Count:* 509

Organizational Units:
Support Enforcement and Location Unit
Income Maintenance Unit
Work Incentive Program
Quality Control Unit

PURPOSE: Through the authority vested in the Commissioner of Human Services, the primary responsibilities of the Bureau of Social Welfare are to administer State income maintenance programs, including Aid to Families with Dependent Children (AFDC), the Food Stamp program, General Assistance, Medicaid eligibility, optional grants to Supplemental Security Income recipients. The Bureau also enforces Child Support Enforcement and Location laws; and administers the Catastrophic Illness program authorized by the 106th Legislature. Furthermore the Bureau administers the Work Incentive Program and supports the development of management information systems and other management control systems; and finally, administers quality control activities as required by Federal Regulation.

ORGANIZATION: The Bureau of Social Welfare originated in 1913 with the creation of the State Board of Charities and Corrections. In 1927, the Board was renamed Department of Public Welfare, and in a major reorganization of State Government in 1931, the Department became the Bureau of Social Welfare within the newly created Department of Health and Welfare. As the result of Bureau the Departmental reorganization in 1969 and 1974, the Bureau established two major program units—Income Maintenance, Work Incentive—and an Administrative Support Unit. These central office units provide staff support to the Department's five regional offices. While the Bureau is recognized by statute as an administrative unit of the Department of Human Services, its internal structure and functions are subject to the discretion of the Commissioner.

With the establishment of a Departmental Division of Policy and Program Liaison (Office of Management, Budget and Policy), the Administrative Services Unit was phased out and the Work Incentive Program Unit integrated with other Bureau programs under the direction of the Deputy Director.

PROGRAM: The most significant accomplishments of the Bureau of Social Welfare during FY 79 were: continued decrease in error rate in the Aid to Families with Dependent Children Program; 17% increase in child support collections from absent parents; negotiation of revised principles of reimbursement for licensed boarding homes on reasonable cost; and implementation of formal administrative review of regional operations in Aid to Families with Dependent Children Program.

Aid to Families with Dependent Children (AFDC). The AFDC program provides financial assistance to needy families deprived of parental support and care due to incapacity or absence from the home of a parent. This is a categorical assistance program based on seventy percent federal and thirty percent State funding. During FY 79, the Income Maintenance Unit processed applications and conducted periodic reviews through the regional offices of the Bureau of Social Welfare at the rate of 1,000 applications per month. The Unit's active caseload averaged 19,569 cases. Policy, which must comply with federal regulations, is established centrally and carried out through the regional offices.

Support, Enforcement, and Location of Absent Parents Unit. This is a section of the Bureau with responsibility to accept referral from field staff in the AFDC program where parents, usually fathers, are not contributing to the care of their legal dependents. The main objective of the Unit is to ensure enforcement of court orders; a statutory change enacted by the 107th Legislature provides additional legal authority.

Food Stamp Program. This program is also administered through the Department's regional offices, with the costs of food stamps paid by the U.S. Department of Agriculture and the cost of determining eligibility and other administrative costs funded fifty percent by the Federal Government, thirty-four percent by the State Government and sixteen percent by county government.

Quality Control Review and Planning. This section of the Bureau is responsible for taking a statistically valid sample from the AFDC, Food Stamp and Medicaid caseloads monthly and reviewing cases selected in detail, in accord with agency policy to determine whether or not eligibility existed and whether or not authorization was correct. Findings are tabulated and evaluated semi-annually to determine problem areas of eligibility. Reports are made to the Manager of the Unit and plans drawn up to correct problem areas in coordination with the field staff.

Reports and evaluations are also forwarded to the U.S. Department of Health, Education, and Welfare, and the U.S. Department of Agriculture. In the monitoring by federal representatives, statistical findings indicating percentage of ineligible cases, overpayments and underpayments are used by federal agencies in determining the amount of federal matching monies that may be withheld when error rates exceed tolerance levels.

Optional Grants to Supplemental Security Income Recipients (SSI). Prior to January 1, 1974, the Income Maintenance Unit was responsible for the administration of the financial assistance program for the Aged, Blind and Disabled. On that date, administration of the program was transferred to the U.S. Social Security Administration and is now known as the SSI program. However, a problem occurred in that the level of payment in the program, while benefitting some persons, was lower than had been met by the former State program. By act of the 106th Legislature, funds were appropriated to supplement this new federal program for people receiving assistance and living in Maine. The Income Maintenance Unit is responsible for contracting necessary agreements with the Federal Government for the SSI supplementation.

The State Supplemental Security Income Program is now administered by the U.S. Department of Health, Education and Welfare, Social Security Administration, on behalf of the State of Maine, using Maine funds which are forwarded to the U.S. Treasurer, monthly by the Department of Human Services' Bureau of Administration.

Medicaid Eligibility and Catastrophic Illness Program. The Bureau of Social Welfare is responsible for program development and setting eligibility policies in these programs. The establishing of eligibility for the State Medicaid program is accomplished by the Department's regional offices. Persons receiving AFDC or SSI are automatically covered. Persons not receiving these benefits may be covered under criteria established by federal regulations after incurring medical bills. Review of these bills and criteria is assigned to the regional staff with responsibility for authorization or denial.

General Assistance. Many individuals and families in Maine are in economic need but are not eligible for assistance under the programs previously discussed. Assistance to such persons is administered by each of the more than 400 municipalities in the State. Under a formula system, the Department of Human Services under the law reimburses municipalities ninety percent of their expenditures over .0003% of the municipal tax evaluation. In reality, some municipalities with a high tax base receive little or no reimbursement and municipalities with a low tax rate receive reimbursement at a high rate. Total costs of this general assistance involve approximately sixty percent State and forty percent municipal funds except for administrative costs of municipalities which are not reimbursable.

In addition, there are 418 unorganized towns in Maine with no formal government. In these areas, general assistance is administered by agents under contract to the Department and supervised by the General Assistance Section. Payment of general assistance costs in these areas is absorbed one hundred percent by the State.

The General Assistance Section of the Income Maintenance Unit has basic responsibility for reviewing validity of local agency claims, conducting audits and conducting administrative reviews as well as offering consultation to municipal officials in establishing standards of need.

Work Incentive Program. The Work Incentive Program (WIN) in Central Office is responsible for program direction and supervision, liaison with the Manpower Agency, WIN

Program monitoring and evaluation, program administration and liaison with other State agencies. The program is implemented through the Department's regional offices. Its efforts are designed to reduce dependence on welfare. Registration with the WIN program of certain non-exempt individuals is one of the criteria for AFDC eligibility. The program is jointly administered by Maine Employment Security Commission and the Bureau of Social Welfare; Maine Employment Security Commission provides the manpower services, Bureau of Social Welfare the necessary social and supportive services (i.e., child care). There are projects in all regions. In overall performance the Maine WIN Program rates high in New England according to standards set by the Boston Regional Office.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF SOCIAL WELFARE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	1,306,641	534,615	772,026			
Bal Brt Fwd— Encumbered	14,090	349	13,741			
Revenue From Federal Govt	39,075,296				39,075,296	
Revenue From Local Govts	599,019		599,019			
Revenue—Private Sources	4,448,092		4,463,448		—15,356	
Fees Charged For Services	30,074		30,074			
Legislative Approp/Alloc	25,494,072	25,494,072				
Adjustment of Balance Fwd	36,576	26,219	—736,346		746,703	
Transfers—Non-Federal $	46,753	46,753				
Transfers—Federal $	—516				—516	
TOTAL RESOURCES	71,050,097	26,102,008	5,141,962		39,806,127	
EXPENDITURES						
Salaries and Wages	2,903,338	720,704			2,182,634	
State Share of Retirement	337,575	83,989			253,586	
Prof Service, Not By State	64,179	17,489	70		46,620	
Computer Service, By State	273,388	94,626	22,890		155,872	
Other Prof. Serv., By State	771		116		655	
Travel Expenses, In-State	127,512	66,343	75		61,094	
Travel Expense, Out-State	6,889	5,345			1,544	
Operation—State Vehicles	721	288	48		385	
Utilities	48,018	19,704	542		27,772	
Rents	8,177	303	180		7,694	
Repairs	3,532	1,041			2,491	
Insurance	189,902	21,929	—2		167,975	
General Operating Expense	572,797	365,172	446,044		—238,419	
Other Supplies	48,965	38,552	25		10,388	
Grants to Pub. & Priv. Orgs.	47,756	6,906			40,850	
Unemployment Comp Benefit	475				475	
Public Assistance Grants	65,060,064	24,406,857	4,147,282		36,505,925	
Pensions	15,024	2,902	7		12,115	
Equipment Purchases	9,647				9,647	
Trans to Gen-Fund Sta-Cap	62,461		6,870		55,591	
TOTAL EXPENDITURES	69,781,191	25,852,150	4,624,147		39,304,894	

BUREAU OF RESOURCE DEVELOPMENT

PETER E. WALSH, DIRECTOR

Central Office: *Telephone:* 289-2971
Location: Human Services Bldg., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1974 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 10; *Unit:* 148; *Unit Citation:* 22 M.R.S.A., Sect. 5308

Average Count—All Positions: 98 *Permanent Legislative Count:* 115

PURPOSE: The Bureau of Resource Development, with the advice of the Maine Human Services Council and the Maine Committee on Aging and subject to the direction of the Commissioner of Human Services, is authorized to establish the overall planning, policy, objectives and priorities for all functions and activities relating to human services, including services to older people funded by Title XX of the Federal Social Security Act. The Bureau also encourages and assists development of more effective and coordinated use of existing and new resources and social services available to Maine residents, and serves as a clearinghouse for information related to social services and gather knowledge and statistics, prepare, publish and disseminate educational materials dealing with social services. Additionally, the Bureau convenes and conducts conferences concerned with the development and operation of social service programs intended to benefit citizens, and provides or coordinates the provision of information, technical assistance and consultation about social services to public and private non-profit organizations; to administer any State plans required by the Priority Social Services Act of 1973 and Title XX of the Federal Social Security Act as amended and to administer State or Federal programs or Acts relating to human services which are not the specific responsibility of another State agency. Also the Bureau assists the Legislative and Executive branches of State Government to coordinate all government efforts relating to human services, except services to older people, and conducts a continuing evaluation of the social services programs and activities affecting Maine residents and prepare, adopt and administer policies, procedures, rules and regulations to govern the development and operation of such programs and activities. Furthermore the Bureau administers within any specified limitations any funds from any source for the benefit of Maine residents in need of social services and develops, in cooperation with the other agencies, a plan for meeting the needs for trained personnel in the field of social services and to conduct and provide for the conducting of such training.

The Contractual Services Unit: This unit is responsible for the administration of more than $12,000,000 in State, Federal, and local funds under Title XX and the Priority Social Services Program. The Unit works with private and public agencies seeking to contract with the Department of Human Services to provide services eligible for funding under the above mentioned programs. Within the Unit's responsibility for administration of contractual services is the responsibility for determining priorities for the allocation of limited social services monies, in conjunction with community agencies and groups.

Information and Referral Unit: This unit is responsible for the maintenance of a statewide information and referral system. Its purpose is carried out through Department of Human Services regional offices whose responsibility is the provision of information and referral services in the region. This is done within guidelines provided by central office Information and Referral staff and in consultation with community information and referral task forces.

In-house Social Services Unit: This unit is responsible for policy development and interpretation for the Department of Human Services direct services (Child Welfare, Adult Protection and Care). The Unit is responsible for technical assistance to the Human Services regional direct services administration and staff. This includes court services, difficult or unusual case situations and approval of certain regional requests; abortions for committed children, residential treatment, surrender for adoption for a committed child. The Unit, in conjunction with the Assistant Attorney General's office, determines the appropriateness of petitions for guardianship under the Adult Protection Law. The Unit also administers the Interstate Compact on the placement of children.

Licensing Unit: This unit is responsible for licensing all children's facilities, and homes for unwed mothers; adult foster home approval; providing consultation, coordination, and technical assistance to regional offices, public and private agencies, other State departments, community groups, and individuals in the areas of licensing and program development; training staff in the area of licensing procedures and methodology; and providing community education and training in the field of child care and development.

Evaluation Unit: This unit is responsible for program evaluation of in-house and purchased services provided by the Bureau and other state agencies. It is responsible for developing a statewide model for evaluation techniques.

ORGANIZATION: The Bureau of Resource Development was established as the Bureau of Human Services by statute in 1974 as a separate and distinct organizational unit of the Department of Health and Welfare (now the Department of Human Services). Among its responsibilities are those formerly assigned to the Department's Office of Resource Development, which was created earlier in 1973 to administer the State's new Priority Social Services Program. During the 1974 transition period, the Office continued to function until the new Bureau became operational near the close of FY 77, and then was disbanded.

The 107th Legislature changed the Bureau's name to the Bureau of Resource Development. A Department-wide administrative reorganization in early 1975 added to the Bureau a Social Services Consultation and Policy Development Unit and assigned to the Bureau many of the Department's research, evaluation and planning functions previously assigned to the Bureau of Social Welfare. A modest federal grant in July, 1974, enabled the Bureau to begin the planning and development of a statewide information and referral system for all Maine citizens. The Bureau was designated in March, 1975, as the Departmental unit responsible for administration and development of Maine's Title XX plan involving in excess of $16,300,000 annually in human services.

PROGRAM: A major task of the Bureau has been to develop and administer Maine's Title XX plan. Title XX of the Federal Social Security Act was signed into law by the President in December, 1974, effective October 1, 1975. Title XX replaced Titles IV and VI of the Social Security Act, the previous funding source of much of the Department's human services. Although no additional funds were involved, Title XX presented both challenges and dilemmas for the Bureau. At stake were $16,300,000 annually in Social Services provided by the Department, other state agencies, and the private sector under a 3-1 Federal matching formula. Under the Bureau's and the Maine Human Services Council's leadership, Maine took the initiative in protesting Federal program regulations issued under Title XX which would have restricted services to thousands of Maine's poor and elderly. Although somewhat modified in their final form, these regulations do not adequately allow local flexibility in developing Maine's plan and may well be challenged in future sessions of Congress. The requirements of Title XX required, within a 90-day period, the development of a comprehensive State human services plan involving several hundred service providers. The Bureau, in cooperation with a task force of service providers, citizens, and consumers, and with the advice and input of the Maine Human Services Council and the Maine Committee on Aging, developed a plan which has been a model for other states and assures continued Federal support for human service programs in Maine. Key components of the plan include resource allocation by service area, identification of unmet needs, and an inventory of current services provided. The Bureau looks forward to continued refinement of this plan, including the development of a comprehensive statewide human services needs assessment.

The continued funding by the 107th and 108th Legislature of Maine's Priority Social Services Program, with emphasis on service provision to rural areas, has given the Bureau a mandate to address a serious problem in human service provision in Maine. Rural areas under 10,000 population have traditionally had neither the local resources nor personnel to develop and fund basic human services such as meals, transportation, homemakers, day care, and mental health - mental retardation services. The Bureau has developed a plan under the Priority Social Services which will assure that Maine's rural residents begin to receive more of their fair share of human services.

With the availability of additional Federal dollars specifically for child care services the Bureau has experienced an expansion of this critically needed service. The Bureau continues to actively support the need for permanent availability of these additional dollars through increase in Title XX ceiling.

Studies on child abuse and neglect, particularly by the Maine Human Services Council, focused attention on the need to expand the Department's capability to address particularly the preventative aspects of this vulnerable target population. A 24-hour capability demonstration project is already operative, with plans for statewide implementation well developed. Expansion of staff was possible primarily through commitment of a portion of available Title II — Anti-recession Act funds. The Bureau has now received permanent supportive funding for this service through State appropriations.

Information and Referral has long been recognized by the Bureau as an important need for Maine citizens seeking assistance. The Bureau is continuing the development of an information and referral service, administered through Department of Human Services regional offices, which assures that every individual's needs can either be matched with appropriate resources or planned for in the development of new resources.

The Bureau of Resource Development continues to explore better methods of service delivery. This process requires continuous research as to people's needs and evaluation of the program in meeting those needs. The following short and long-range plans are currently being developed to that end.

Evaluation and Planning. These functions continue to be growing and vital areas within the Bureau. Public administrators, legislative bodies, and the general public are demanding that funds expended for human services be held accountable for quality, quantity, and impact on clients' lives. The Information Services Unit is in the process of redesigning the majority of the Bureau's human service reporting activities into one system which can meet the informational needs of program staff, research personnel, and fiscal managers. This unit also has the responsibility for assuring that the process of evaluation and planning functions are coordinated between Bureau, and other state agency staff units.

The passage of comprehensive adult and child protection statutes by the Maine Legislature has led to increased responsibilities for the implementation and interpretation of programs designed to protect the safety and well being of those Maine Citizens who are unable to take care of themselves. Major emphasis has been placed on defining the legal and social responsibilities and ensuring the cooperation and education of public and private agencies and the general public in meeting the needs of these citizens.

LICENSES, PERMITS, ETC.:

- Licensing Unit
  - License:
    - Children's Homes
    - Children's Residences
    - Day Care Centers (for Non-Recurring Clientele)
    - Family Day Care
    - Group Day Care
    - Nursery School
    - Child Placement Agency
  - Approval:
    - Adult Foster Homes

PUBLICATIONS:

Final State Plan—Title XX—Social Services Programs—Fee Undetermined.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF RESOURCE DEVELOPMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	—1,831,114	514,446	—2,271,003		—74,557	
Bal Brt Fwd— Encumbered	3,264,372	71,789	3,044,863		147,720	
Licenses/Permits/Fees/Tax	8,600		8,600			
Revenue From Federal Govt	11,448,085		33,429		11,414,656	
Revenue From Local Govts	2,671,427		2,671,427			
Revenue—Private Sources	226		226			
Fees Charged For Services	—33		—33			
Legislative Approp/Alloc	4,074,289	4,074,289				
Adjustment of Balance Fwd	69,187	—6,021	—112,153		187,361	
Transfers—Non-Federal $	403,497	100,057	303,440			
TOTAL RESOURCES	20,108,536	4,754,560	3,678,796		11,675,180	
EXPENDITURES						
Salaries and Wages	2,173,384	1,073,033	294,757		805,594	
State Share of Retirement	256,451	130,012	34,054		92,385	
Prof Service, Not By State	274,877	26,056	111,428		137,393	
Computer Service, By State	47,531		50,010		—2,479	
Other Prof. Serv., By State	13,662	87	13,575			
Travel Expenses, In-State	111,095	6,805	38,446		65,844	
Travel Expense, Out-State	7,896	2,308	3,051		2,537	
Operation—State Vehicles	153				153	
Utilities	30,927	5,885	4,469		20,573	
Rents	4,411	528	3,484		399	
Repairs	695	511	89		95	
Insurance	38,914	5,726	8,138		25,050	
General Operating Expense	136,633	62,815	—23,330		97,148	
Fuel	20				20	
Other Supplies	38,173	14,134	16,021		8,018	
Grants to Pub. & Priv. Orgs.	13,486,453	1,371,970	2,367,461		9,747,022	
Public Assistance Grants	2,158,738	1,794,441	—4,198		368,495	
Pensions	—1,184				—1,184	
Buildings & Improvements	16,091		16,091			
Equipment Purchases	10,420		256		10,164	
Trans to Gen-Fund Sta-Cap	27,139		9,286		17,853	
TOTAL EXPENDITURES	18,832,479	4,494,311	2,943,088		11,395,080	

BUREAU OF MAINE'S ELDERLY

PATRICIA A. RILEY, DIRECTOR

Central Office: *Telephone:* 289-2561
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Mail Address: Statehouse, Augusta, Maine 04333

Established: 1974 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 10; *Unit:* 149; *Unit Citation:* 22 M.R.S.A., Sect. 5105

Average Count—All Positions: 18 *Permanent Legislative Count:* 24

PURPOSE: This agency is designed to assist the older citizens of the State of Maine to secure full and equal opportunity, to maintain dignity, independence and authority in planning and managing their own lives through provision of a full range of essential programs and policies for and with older people.

The Bureau of Maine's Elderly, with the advice of the Maine Committee on Aging and subject to the direction of the Commissioner of the Department of Human Services, is authorized to establish the overall planning policy objectives and priorities for all functions and activities relating to Maine's elderly which are conducted or supported in the State. The Bureau also encourages and assists development of more coordinated use of existing and new resources and services relating to older people and develops and maintains an up-to-date information system, develops objective devices and research methodologies, and prepares, publishes and disseminates educational materials related to older people. Furthermore the Bureau maintains an inventory of the types and quantity of facilities, programs and services operated under public or private auspices for older people and conducts a continuous evaluation of the impact, quality and value of such facilities, programs and services. The Bureau assists the Legislative and Executive Branches of State Government in coordination of all government efforts relating to older people and prepares and administers a comprehensive State plan relating to older people and administers such plans or programs required by the 1973 Act of Maine's Elderly, the Priority Social Services Act of 1973 and the United States Older Americans Act of 1965, as relate to older people. Furthermore the Bureau has responsibility to plan, establish and maintain necessary or desirable programs for older individuals or groups of individuals; help communities mobilize their resources to benefit older people; seek and receive funds from the Federal Government and private sources to further its activities, and enter into agreements necessary or incidental to the performance of its duties. The Bureau prepares, adopts, amends, rescinds and administers policies, priorities, procedures, rules and regulations and implement, as an integral part of programs, and educational program and foster, develop, organize conduct or provide for the conduct of training programs for persons in the field of serving older people; and convenes and conducts conferences concerned with the development and cooperation of programs for older people, including co-sponsorship with the Maine Committee on Aging of the Blaine House Conference on Aging and the Maine Three Quarter Century Club annual meeting.

ORGANIZATION: The Bureau of Maine's Elderly originated in 1966 as the Services for Aging office in the Division of Family Services, Bureau of Social Welfare within the Department of Health and Welfare. In 1973, the office was established by statute as a separate and distinct organizational unit of the Department, under the name Office of Maine's Elderly. It was renamed Bureau of Maine's Elderly in amended legislation of that year. The Bureau operates from a central office in Augusta and maintains five area offices across the State.

In FY 78 the Bureau of Maine's Elderly was reorganized and several new positions were added to enhance the fiscal management of the Bureau and its programs, and to increase the training on advocacy capacity of this state agency.

PROGRAM: The Bureau's program is mainly focused on assisting ages 60 and over to maintain independent and productive lives. Through 5 local private non-profit area agencies on aging, the Bureau finds, monitors and evaluates a range of social services. The Bureau administers in FY 79 a budget totalling nearly $5 million dollars of state and federal funds, most of which were dispersed to area agencies on aging on a percentage formula based on the number of people aged 60 and over in each area. The AAA, each run by an elected Board of Directors who are themselves older citizens, determines within the range of federal and state regulations, which services to provide in their local area.

During FY 79 the Bureau through the AAA supported a wide range of comprehensive (social services) coordinated with other agencies including transportation, information and referral, legal services, health screening, homemakers and home repair services. In addition approximately 500,000 hot meals were served in 72 nutrition sites and through home delivered programs across the State. The Bureau employed 70 low income elderly persons as Foster Grandparents to serve disabled, handicapped and hospitalized children in eleven sites around the state. Also in FY 79, the Bureau initiated the Senior Companion Program in Washington and Hancock counties. Through this program, low-income elderly receive financial support in return for personal advocacy to elderly clients who have health care needs. This is done by participation in the patient's plan of care designed by a physician or home health agency.

Through a sub-contract to the Maine Committee on Aging, the Nursing Home Ombudsman Program investigated approximately 200 complaints on behalf of Nursing Home residents and advocated for extensive policy reform in Long Term Care.

In August the Bureau of Maine's Elderly co-sponsored with the Maine Committee on Aging the 3/4 Century Club meeting which nearly 1200 elderly over age 75 attended. In October the Bureau of Maine's Elderly and Maine Committee on Aging co-sponsored the Blaine House

Conference on Aging which identified issues of concern to Maine's older people which were successfully addressed by the 109th Legislature. In particular, this session abolished mandatory retirement in the private sector.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MAINE'S ELDERLY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	239,915		299,465		--59,550	
Bal Brt Fwd— Encumbered	59,550				59,550	
Revenue From Federal Govt	3,577,242				3,577,242	
Revenue From Local Govts	56,638		56,638			
Revenue—Private Sources	—839		—839			
Legislative Approp/Alloc	1,299,710	1,299,710				
Adjustment of Balance Fwd	70		—181,367		181,437	
Transfers—Non-Federal $	51,519	51,519				
TOTAL RESOURCES	5,283,805	1,351,229	173,897		3,758 679	
EXPENDITURES						
Salaries and Wages	208,653	95,852			112,801	
State Share of Retirement	23,130	10,330			12,800	
Prof Service, Not By State	23,862	4,814	4,749		14,299	
Computer Service, By State	3,792		3,792			
Travel Expenses, In-State	11,019	4,354			6,665	
Travel Expense, Out-State	3,855	91			3,764	
Operation—State Vehicles	2,882	40			2,842	
Utilities	13,606	3,278			10,328	
Rents	14,946	2,485			12,461	
Repairs	—17	—17				
Insurance	5,403	2,660			2,743	
General Operating Expense	53,787	18,853	196		34,738	
Other Supplies	5,630	3,594			2,036	
Grants to Pub. & Priv. Orgs.	3,950,248	552,057	33,666		3,364,525	
Public Assistance Grants	746,763	627,204			119,559	
Pensions	114				114	
Equipment Purchases	3,234				3,234	
Trans to Gen-Fund Sta-Cap	2,046		52		1,994	
TOTAL EXPENDITURES	5,072,953	1,325,595	42,455		3,704,903	

DIVISION OF EYE CARE

PAUL E. ROURKE, DIRECTOR

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Established: 1941 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 10; *Unit:* 150; *Unit Citation:* 22 M.R.S.A., Sect. 3500

Average Count—All Positions: 30 *Permanent Legislative Count:* 32

PURPOSE: The Division of Eye Care was established to provide a program of services to blind citizens of Maine, including the prevention of blindness; the location and registration of blind persons; the provision of medical services for eye conditions; and the provision of vocational guidance and training of the blind, including instruction of the adult blind in their home. Other programs include the placement of blind persons in employment, including installation in any public building of a vending facility to be operated by a blind person licensed by the Division; the provision of assistance to the blind in marketing the products of home industries; and the provision of other social services to the blind. Upon request and with the approval of parents or guardians, the Division may send blind children to any school considered by the Division to provide suitable education for such children.

ORGANIZATION: The Division of Eye Care was established administratively in 1941 as the Division of the Blind in the Department of Health and Welfare, assuming responsibilities formerly assigned to other service units of the Department and of the Department of Education. Later designated the Division of Eye Care and Special Services. The Division received its present name and was transferred to the Department's Bureau of Rehabilitation in a departmental reorganization of 1970. In 1971 and 1972 respectively, functions involving Library Services to the Blind and Physically Handicapped and Medical Eye Care and Refractive Services, were transferred to the Maine State Library and the Bureau of Medical Care. In 1973, legislation established the Division as a statutory unit of the Department of Health and Welfare, but for administrative purposes, it remains within the Bureau of Rehabilitation.

PROGRAM: During FY 79 the Division of Eye Care provided Education Services to approximately 390 blind and visually handicapped school age children. Of this number, 42 children were served in our pre-school program.

Vocational Rehabilitation Program. The Division, under its Vocational Rehabilitation Program, provided rehabilitation services to over 730 visually handicapped persons of employable age. Of this number, 62 were placed into gainful employment. The number of Vending Stands administered to blind persons remained at 12. Maine's Vending Stand Program, however, relative to earned average income and number of stands per 100,000 population, remains in the top 25% of the country.

The Division of Eye Care, in close cooperative relationship with the Department's Bureau of Human Resources, was for the first time, through a legislative appropriation, able to implement a full-time Social Service delivery system which, hopefully, would allow blind adults to remain in their homes as independent members of our society. Over 400 homebound persons received services from this program.

The Division during FY 79 updated its Register of Blindness so it could become a meaningful tool in working with the known blind people of Maine.

Prevention of Blindness Program. The Division continued its fledging Prevention of Blindness Program with the aid of "Maine Sight" (State affiliate of Lion's Sight Conservation Program) involving volunteers, medical persons, educators, health screening agencies, public schools, the University system and industry. The goal of Prevention of Blindness Program is to cut down on incidence of blindness by education of the public and coordinating to the extent possible existing available resources.

The Division continues to issue, upon request, formal identification cards approved by the Maine Bankers Association to persons who are unable to obtain a drivers license because of visual loss for the purpose of providing an acceptable identification for cashing checks, etc.

Future plans call for a coordinated effort with the Bureau of Rehabilitation in developing a statewide facility resource to evaluate existing and sophistication level of types of services offered to handicapped people in Maine; the establishing of a minimum of two new vending stands to employ blind persons with three new stands under construction at this time; the continued coordination with Maine Sight and the Department's Bureau of Human Resources Title XX for the purpose of better serving the older blind residents of Maine. The biggest problem facing the agency is the difficulty of finding sufficient resources to meet the mandate of Federal and State statutes to provide education services to all handicapped children. Multi-handicapped blind children are especially difficult to serve and the specialized resources to adequately serve this group are not readily available.

LICENSES, PERMITS, ETC.:

Certifying agency for legal blindness relative to exemption of Real Estate Tax based on Blindness. (See 36 MRSA Sect. 656.)

PUBLICATIONS: (Free)

1. Maine and Federal Laws Pertaining to the Blind
2. Special Services for the Blind and Visually Handicapped (Division of Eye Care)
3. Independent Living for the Blind and Visually Impaired
4. Helpful Suggestions to Families and Friends of the Blind
5. Orientation and Mobility Services for the Blind
6. Services Available to the Blind and Visually Handicapped Citizens of Maine (Public and Private)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF EYE CARE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	75,563		80,360		—4,797	
Bal Brt Fwd— Encumbered	18,552	13,755			4,797	
Revenue From Federal Govt	486,000				486,000	
Revenue—Private Sources	8,125		8,125			
Fees Charged For Services	3,426		3,426			
Legislative Approp/Alloc	688,535	688,535				
Adjustment of Balance Fwd	—30	—282	—62,894		63,146	
Transfers—Non-Federal $	32,709	32,709				
TOTAL RESOURCES	1,312,880	734,717	29,017		549,146	
EXPENDITURES						
Salaries and Wages	390,344	175,780			214,564	
State Share of Retirement	46,066	20,874			25,192	
Prof Service, Not By State	26,950	23,290			3,660	
Computer Service, By State	4,623	4,623				
Travel Expenses, In-State	45,549	45,089			460	
Travel Expense, Out-State	2,412	1,977			435	
Operation—State Vehicles	137	124			13	
Utilities	6,017	6,017				
Rents	39,011	39,011				
Repairs	652	652				
Insurance	9,923	4,567			5,356	
General Operating Expense	10,124	7,676	27		2,421	
Other Supplies	413	413				
Grants to Pub. & Priv. Orgs.	12,000	12,000				
Public Assistance Grants	538,646	262,451	828		275,367	
Misc. Grants to Individual	110,992	110,992				
Equipment Purchases	702				702	
Trans. to Gen.-Fund Sta-Cap	2,148				2,148	
TOTAL EXPENDITURES	1,246,709	715,536	855		530,318	

BUREAU OF REHABILITATION

C. OWEN POLLARD, DIRECTOR
THOMAS A. LONGFELLOW, Deputy Director

Central Office: *Telephone:* 289-2266
Location: 32 Winthrop Street, Augusta
Mail Address: 32 Winthrop Street, Augusta, Maine 04333

Established: 1969 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 10; *Unit:* 152; *Unit Citation:* 22 M.R.S.A., Sect. 3052

Average Count—All Positions: 216 *Permanent Legislative Count:* 50

Organizational Units:

Disability Determination Services
Office of Alcoholism and Drug Abuse Prevention
Vocational Rehabilitation Services
Division of Eye Care

PURPOSE: Through the authority vested in the Commissioner of Human Services, the Bureau of Rehabilitation consolidates the administration of various State rehabilitation services available to handicapped and disadvantaged individuals. The Bureau is authorized to provide a comprehensive program of rehabilitation services, including vocational rehabilitation services, and provide evaluation and work adjustment services for purposes of the Federal Vocational Rehabilitation Act and the Social Security Act and their amendments and additions. The Bureau also makes determination of disability as required under these Acts, applies for and receives Federal assistance under these Acts, and cooperates with the Federal Government in carrying out the purposes of any Federal statutes pertaining to vocational rehabilitation. Furthermore the Bureau provides a program of services to visually handicapped individuals, including the prevention of blindness and administers the planning, development, monitoring, evaluation, licensing and coordination of alcohol and drug abuse services, training and education in the State. Lastly, the Bureau coordinates the services of the Governor's Committee on Employment of the Handicapped.

ORGANIZATION: The Bureau of Rehabilitation originated in 1921 with the creation of the Vocational Rehabilitation Division under the general supervision of the State Board of Education. In 1969, legislation directed that a functional unit of rehabilitation services be created within the Department of Health and Welfare and that a Vocational Rehabilitation Services unit also be created in the Department to administer services related to Federal vocational rehabilitation programs. This legislation resulted in the establishment of the Bureau of Rehabilitation and the transfer of the Vocational Rehabilitation Services to the Department and placed administratively within the new Bureau. Disability Determination Services, while operating as a small unit of the Department since 1956, was also made an administrative unit of the Bureau at that time. The Division of Eye Care was added to the Bureau in 1970, and the Office of Alcoholism and Drug Abuse Prevention in 1973.

PROGRAM: The program of the Bureau is conducted through several service areas.

Vocational Rehabilitation Services. During FY 79 the Vocational Rehabilitation Program received 4,480 new referrals; 810 clients were provided with services and closed rehabilitated in suitable employment and of this number, approximately 400 severely disabled, while a total of 7,235 handicapped were served during the fiscal year.

The major goal of Vocational Rehabilitation Services is to provide a broad program of services to assist individuals who are handicapped by physical, mental, or emotional impairments to prepare them for and achieve suitable employment. Specifically, these services include evaluation of rehabilitation potential, including diagnostic and related services incidental to the determination of eligibility for, and the nature and scope of, services to be provided; counseling and guidance; physical and mental restoration services; vocational and other training services, including personal and vocational adjustment; maintenance as necessary during rehabilitation; and services to members of a handicapped individual's family. Other services include interpreter services for the deaf; placement in a suitable occupation, including post-employment services to assist handicapped individuals to maintain their employment; occupational licenses, tools, equipment and initial stocks and supplies; management services and supervisory assistance to small businesses operated by the severely handicapped; transportation in connection with the rendering of any other rehabilitation service; and other goods and services necessary to render a handicapped individual employable.

Severely Disabled. Services to the severely disabled continue to be a top high priority for the Bureau of Rehabilitation. Home Modification Teams are available on a statewide basis to assess the home modification needs of severely handicapped and modify the home to allow severely disabled persons to complete a successful rehabilitation program. The Bureau also provides for the transportation needs of the severely disabled by having a policy providing for the modification of vans and the purchase of vehicles, if necessary, to enable the individual to become employed.

Transitional housing as well as other comprehensive vocational rehabilitation services are available for quadriplegics at the Independent Living Center in Bangor. Clients with severe personal, social, and interpersonal adjustment problems are being provided transitional housing at the Middle Street House in Augusta while participating in planned services toward achieving a selected vocational placement. Transitional housing was also developed jointly with the Bureau of Mental Retardation and others for mentally retarded and physically disabled in a facility called the Pleasant Street House.

A Resource Coordinator for Spinal Cord Injured has been involved in developing a statewide peer counseling program and revising a directory for the spinal cord injured and wheelchair confined. Small Business Consultants are available statewide to assist counselors and severely handicapped clients in planning and development of small businesses. Many other special programs have been developed and implemented to meet the needs of the severely disabled, including comprehensive medical review, formalized vocational planning tool, and specialized client instruction in job seeking skills.

Services to the Deaf and Hearing Impaired. A Coordinator for the deaf oversees services to the deaf. Four (4) new counselors now serve deaf and hearing impaired persons. Teletypewriters (TTYs) for the deaf were purchased and placed in readily accessible locations to aid persons with this disability. Grants were awarded initially for a workshop on needs for the deaf, for courses on communications with the deaf and to establish a statewide system of qualified interpreters. Four (4) major consumer workshops have been completed statewide resulting in identifying statewide needs of the deaf and hearing impaired and improving cooperative relationships between rehabilitation consumers and other agencies serving the deaf. Stimulated by the Las Cruces Conference, and the New England Workshop of Coordinating Agencies Serving the Hearing Impaired (NEW CASH) these Maine workshops have ranged from Southern Maine to the Canadian border. The workshop in Northern Maine included some Canadian deaf citizens, thus providing an international atmosphere to the workshop.

Two major in-service training programs were completed with major emphasis on "Communications Problems" of deaf clients and "Psychosocial problems of deaf clients". A major breakthrough for Maine's deaf citizens came in legislation to provide interpreter services for the hearing impaired. The Bureau of Rehabilitation administers the law and appropriations, which provide necessary accessibility to state services through provision of interpreters.

Social Security Disability (SSDI) and Supplemental Security Income (SSI). Programs come under the authority of Title II and Title XVI respectively of the Social Security Act and are 100% federally funded. Similar services are provided under this program, however, there is a substantial variation in the eligibility requirements. The thrust is towards rehabilitating only those clients who will be able to enter a level of competitive employment that will permit this individual to eventually return to society the monies that were spent on his rehabilitation. Statewide coordination is provided to assure adherence to federal regulations.

Job Placement. The Bureau will be maximizing placement efforts by the employment of a rehabilitation specialist who will coordinate all placement activities. Placement is the very essence of the Bureau's services. All efforts and services that are delivered have to focus around placement. Under one program, all placement activities are the major responsibility of the counselor who is the major facilitator. Counselors have received intensive training in this area to increase their skills. Added to the placement program are new systems of vocational planning to assist counselors and job seeking skills to prepare clients in finding a job. Placement of the severely disabled will be given an extra boost by the implementation of a program to provide Personal Care Attendant Services to those who are functionally unable to take care of their activities of daily living needs.

Advocacy Program. The Bureau has inaugurated a new program of advocacy which is contracted out to the Human Services Development Institute of the University of Southern Maine. Headed by an attorney with a background in rehabilitation counseling, advocacy services will be provided to assist clients through the system and with other agencies. The focus of the Advocacy Program is to permit aggrieved clients, and those in need of service, to avail themselves of those available resources and services. Advocacy services are also provided.

Planning, Facilities and Needs. Recommendations resulting from a 1978 status report on the Needs and Resources of Maine's Disabled were considered and many addressed in the FY 80 Program and Financial Plan. A Rehabilitation Facilities Plan was drafted to meet the service needs identified in a study of Needs for Vocational Rehabilitation Facilities completed during FY 79. In addition to the State Plan for Providing Vocational Rehabilitation Services for FY 80, 81 and 82, a plan for providing Comprehensive Services for Independent Living was drafted to satisfy the requirements of the new amendments to the Rehabilitation Act.

Disability Determination Services. Disability Determination Services (DDS) are authorized by contract between the Secretary of Health, Education and Welfare and the Maine Commissioner of Human Services. During FY 79, the Maine State Agency continued to implement the provisions of the contract and to adjudicate all Social Security Disability (Title II) claims and all Supplemental Security Income (Title XVI) claims filed in Maine. The claims continue to be filed at a rate of over 13,800 per year. DDS goals for both quality and quantity are mandated by the Federal Social Security System.

In order to meet the demands of an increasing workload with reduced personnel, DDS has stressed staff flexibility and has more fully utilized the word processing equipment. The long-range plan for Disability Services include efforts to obtain adequate personnel and to meet federally required time and quality standards while undertaking extra workloads as directed by the Federal government.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF REHABILITATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	293,626		397,035		—103,409	
Bal Brt Fwd— Encumbered	117,190	13,781			103,409	
Revenue From Federal Govt	5,690,875				5,690,875	
Revenue—Private Sources	41,324		41,311		13	
Fees Charged For Services	76				76	
Legislative Approp/Alloc	672,046	672,046				
Adjustment of Balance Fwd	8,728	—7,614	—276,408		292,750	
Transfers—Non-Federal $	8,846	17,795	—8,949			
Transfers—Federal $	516				516	
TOTAL RESOURCES	6,833,227	696,008	152,989		5,984,230	
EXPENDITURES						
Salaries and Wages	1,939,542	314,478			1,625,064	
State Share of Retirement	226,007	36,528			189,479	
Prof Service, Not By State	543,108	49,315	31,989		461,804	
Computer Service, By State	33,448	28,448			5,000	
Other Prof. Serv., By State	20				20	
Travel Expenses, In-State	86,919	19,724			67,195	
Travel Expense, Out-State	8,688	2,952			5,736	
Operation—State Vehicles	2,501	1,497			1,004	
Utilities	168,727	105,026			63,701	
Rents	127,370	55,542			71,828	
Repairs	6,386	2,315			4,071	
Insurance	58,681	9,868			48,813	
General Operating Expense	88,923	32,830	50		56,043	
Other Supplies	6,786	2,400			4,386	
Grants to Pub. & Priv. Orgs.	240,646		26,191		214,455	
Unemployment Comp Benefit	102				102	
Public Assistance Grants	2,856,000				2,856,000	
Pensions	6,239	222			6,017	
Equipment Purchases	12,466				12,466	
Trans. to Gen.-Fund Sta-Cap	34,932		191		34,741	
TOTAL EXPENDITURES	6,447,491	661,145	58,421		5,727,925	

OFFICE OF ALCOHOLISM AND DRUG ABUSE PREVENTION

MICHAEL D. FULTON, DIRECTOR

Central Office: *Telephone:* 289-2781
Location: 32 Winthrop St., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 10; *Unit:* 153; *Unit Citation:* 22 M.R.S.A., Sect. 7104

Average Count—All Positions: 25 *Permanent Legislative Count:* 32

PURPOSE: The Office of Alcoholism and Drug Abuse Prevention (OADAP), as the agency of the State of Maine designated to administer the Federal Drug Abuse Office and Treatment Act of 1972 and the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, is empowered to administer federal funds under these Acts and is of alcohol and drug abuse services, training and education in the State.

ORGANIZATION: The Office of Alcoholism and Drug Abuse Prevention was created by statute in 1973 to assume the responsibilities of the former Maine Commission on Drug Abuse, and the Department of Human Services Division of Alcoholism Services.

PROGRAM:

Alcohol Abuse Program. OADAP continues to service the public inebriate as provided for with the passage of the Uniform Alcoholism Intoxication and Treatment Act. The treatment system established in 1974 has changed little structurally due to funding limitations. As part of the OADAP effort to upgrade the quality of treatment services to all alcoholics and problem drinkers, a study has been completed which identifies deficiences within the present treatment system and recommends corrective strategies which are being effected as funding becomes available.

Funding sources for alcoholism activities in the State of Maine still include federal formula funds and the Uniform Alcoholism Act incentive grant as well as Title XX of the Social Security Act. State funding provides matching support for a large portion of the federal money, in addition to being utilized for a limited amount of treatment services. If the program is to be expanded in order to more effectively deal with the problems that are associated with alcohol use in Maine, then funding at both the state and federal levels will have to be increased. Other sources for supporting alcoholism treatment services in Maine include local community, hospital, and health insurance programs, private sector business, and citizen group support. The future role of these sources will of necessity take on increased importance in Maine's approach to alcoholism treatment and prevention.

Drug Abuse Program. OADAP's efforts related to drug abuse treatment and prevention continue to focus primarily on youth. Treatment services include both residential and outpatient programs for drug abusers. Greater emphasis is now being placed on involving family members in the counseling process. During the past years, prevention activities have included drug education for parents, teachers, and students, and school-based counseling programs. Existing drug abuse programs are now being encouraged to explore various prevention models and determine which are most effective for Maine. All drug abuse prevention efforts will continue to be closely coordinated with alcoholism prevention efforts developed by OADAP's Alcoholism Prevention Coordinator.

Increased attention is being given to the need for criminal justice clients to have access to drug abuse services. In cooperation with the Maine Criminal Justice Planning and Assistance Agency, OADAP has conducted a survey to assess the extent of drug and alcohol abuse within the criminal justice system. As a result of that survey, existing treatment programs will be supported in their efforts to begin providing drug abuse services to residents of correctional institutions.

Federal funding sources, such as criminal justice monies and monies for prevention programming in rural areas, are now being investigated to increase drug abuse programming efforts in these two vital areas. The federal drug formula grant was decreased by a substantial amount for the coming year, partially because of the limited state funding available for drug programming. State money will be sought in the future to fund a study on the statewide impact of the decriminalization of small amounts of marihuana contained in recent revisions of the criminal code. Securing increased financial support from local communities for drug abuse programming is also a priority for the coming year. Local civic organizations and public schools are possible sources of additional support.

Prevention Program. The past year has seen the development of the concept of prevention as an entity in the State of Maine. The definition of prevention activities has been developed in such a way as to have a great deal of input from many parts of the State, and can be stated as follows: "Primary prevention work in the field of alcohol and other drug abuse are those activities which lead society and individuals in the society to make responsible decisions about the use of alcohol and the other drugs. These activities are aimed at the reduction of harm which results from the use of alcohol. Primary prevention is thus involved in the process of identifying and impacting upon psychological characteristics, sociological patterns, and physical elements which increase the prevalence of harm as a result of the use of alcohol and other drugs. These activities would lead to greater knowledge of drugs, better attitudes toward drugs, and more responsible actions surrounding drugs." This definition of the parameters of the prevention program was developed while an effort to begin coordination of the many prevention activities was begun. The prevention coordinator met with many of those who are involved in drug work; developed resources (i.e. films, pamphlets, etc.); sought development of meaningful prevention projects and funding for these projects. The coordinator also worked with the media to develop general public awareness. Many of the treatment agencies in the State have been called upon to make public presentations to civic groups and women's clubs.

The next year will have a continuation of many of the past projects with even more effort at coordination. We will also be upgrading the activities as a result of the past years pilot projects. A major effort needs to be made to develop evaluation tools. Much of what has been done can only be measured subjectively. There is also a need for developing personnel who are capable of making improved presentations. The major thrust at this time seems to be in the affective education area which includes values clarification and decision making skills, but there is also a great need for people to become more cognitively aware of drugs and their sociological significance.

Monitoring and Evaluation. Information systems are maintained for monitoring both the alcohol and drug treatment programs. Each system has a program component relating to client characteristics and treatment received. These were expanded within the year to pick up new programs. The program component of the drug information system is processed at the national level and output furnished to Maine in printed form or on tape.

Licensing. The licensing statute was amended to include the licensing of residential alcoholism treatment facilities, effective October 5, 1975. Since that time, 12 alcoholism treatment facilities have been inspected by the Office of the Fire Marshall, the Division of Health Engineering and OADAP. Funds were expended by OADAP to bring all facilities into compliance with the fire, health and safety codes. As a result, 12 alcoholism facilities were licensed for a period of one year. The main areas of deficiency lay in written policies, case records, and documentation.

In the meantime, residential drug abuse treatment facilities continued to be licensed according to the original drug regulations, producing 2 full licenses for periods of one year. These regulations were felt to be inadequate, and improvement was needed. Also, several weaknesses in the alcoholism regulations were discovered in the process of inspection. It was decided to revise the alcoholism regulations and in the same effort incorporate the drug regulations into a single document and process. The combined regulations were completed and subject to a public hearing scheduled for August 26, 1976. The combined regulations became effective on October 26, 1976, in time for the second round of licensing for the alcoholism treatment facilities.

Substance Abuse Counselor Registration and Training. As the result of licensing alcoholism and drug abuse treatment facilities, there has come a recognition of the need of some form of credentialing for substance abuse workers in Maine. In December, 1975, OADAP and the Maine Addictions Professional Association (MAPA) of substance abuse workers established a Task Force to develop a Counselor Registration Model and an implementation strategy. The final draft of the task force model was completed in July, 1976 and revised after a series of public meetings held throughout the State.

The revised model was introduced in the 108th Legislature and signed into law July 8, 1977, with a provision that the Governor be granted the power to appoint a Registration Board. The Registration Board is fully operational and prepared to accept applications of candidates for registration.

A training coordinator is now working at OADAP on a comprehensive training plan which will provide the basis for any future training activities on the part of OADAP.

Driver Education and Evaluation Program (DEEP). The Driver Education and Evaluation Program was established to help reduce the number of traffic accidents involving alcohol. It is designed for individuals convicted of Operating Under the Influence (OUI).

DEEP conducts a week-long educational program designed to: a) acquaint the OUI offender with the effects of alcohol on the human body and driving performance, and; b) to explore personal drinking habits and to consider changing those habits if necessary. The educational program also includes an evaluation of each participant to determine if he is a problem drinker. Individuals found to have a drinking problem are referred to alcohol treatment programs. DEEP is a self supporting activity financed through a $40.00 per course fee paid by participating OUI offenders. Course attendance currently exceeds 300 persons monthly.

LICENSES, PERMITS, ETC.

- License
    - Substance Abuse treatment facilities
- Certificate of Approval
    - Outpatient Substance Abuse treatment facilities

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PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF ALCOHOLISM AND DRUG ABUSE PREVENTION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered			3,040		—3,040	
Bal Brt Fwd— Encumbered	11,039		7,999		3,040	
Licenses/Permits/Fees/Tax	146,240		146,240			
Revenue From Federal Govt	774,775		—8,949		783,724	
Fees Charged For Services			76		—76	
Legislative Approp/Alloc	1,060,758	1,060,758				
Adjustment of Balance Fwd	91	6,815	—11,519		4,795	
Transfers—Non-Federal $	—256,853	—265,802	8,949			
TOTAL RESOURCES	1,736,050	801,771	145,836		788,443	
EXPENDITURES						
Salaries and Wages	319,132	131,125	63,335		124,672	
State Share of Retirement	37,302	15,395	7,373		14,534	
Prof Service, Not By State	208,218	4,860	26,314		177,044	
Other Prof. Serv., By State	258	8	250			
Travel Expenses, In-State	25,040	11,804	7,040		6,196	
Travel Expense, Out-State	2,598	1,198	276		1,124	
Operation—State Vehicles	139	54	62		23	
Utilities	12,758	1,780	5,073		5,905	
Rents	40,852	15,172	4,668		21,012	
Repairs	493	35	240		218	
Insurance	8,743	2,870	2,253		3,620	
General Operating Expense	29,673	4,942	5,631		19,100	
Other Supplies	9,128	363	5,961		2,804	
Grants to Pub. & Priv. Orgs.	960,982	604,830	1,343		354,809	
Unemployment Comp Benefit	417				417	
Pensions	1,550		1,550			
Equipment Purchases	3,296		1,928		1,368	
Trans. to Gen.-Fund Sta-Cap	2,358		642		1,716	
TOTAL EXPENDITURES	1,662,937	794,436	133,939		734,562	

MAINE COUNCIL ON ALCOHOL AND DRUG ABUSE PREVENTION AND TREATMENT

RUSSELL DIDSBURY, CHAIRMAN

Central Office: *Telephone:* 289-2781
Location: 32 Winthrop Street, Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 10; *Unit:* 155; *Unit Citation:* 22 M.R.S.A., Sect. 7107

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Maine Council on Alcohol and Drug Abuse Prevention and Treatment, solely advisory in nature, was established to advise, consult and assist State Government officials and agencies on activities related to drug abuse prevention and treatment, including alcoholism.

ORGANIZATION: The Maine Council on Alcohol and Drug Abuse Prevention and Treatment was created by the 1973 Alcoholism and Drug Abuse Act. There are 17 members selected from fields of education, health, law, law enforcement, manpower, medicine, science, social sciences and related areas.

Membership includes representatives of nongovernmental organizations or groups and of public agencies concerned with prevention and treatment of alcoholism, alcohol abuse, drug abuse and drug dependence. At least 2 members of the Council must be current members of the Legislature, consisting of one member from the House of Representatives appointed by the Speaker of the House to serve at his pleasure and one member from the Senate appointed by the President of the Senate to serve at his pleasure. Two of the private citizen members shall be between the ages of 16 and 21. At least 3 members are persons recovered from alcoholism, chronic intoxication, drug abuse or drug dependence. At least 3 members shall be officials of public or private nonprofit community level agencies who are actively engaged in drug abuse prevention or treatment in public or private nonprofit community agencies. Members shall be appointed for a term of 3 years, and cannot be reappointed for more than one consecutive term.

The Governor designates the chairman from among the members appointed to the Council. The Council may elect such other officers from its members as it deems appropriate.

PROGRAM: In addition to normal housekeeping duties the two major accomplishments of the council were: (1) Completion of development on a model for a client oriented treatment system, and (2) review and comment for the FY 80 OADAP grant-in-aid program.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: 22 MRSA, Sect. 7107 provides that expenditures of this unit, shall be borne by Office of Alcoholism and Drug Abuse Prevention and are, therefore, included in its financial display.

STATE GOVERNMENT DRUG ABUSE COORDINATING COMMITTEE

MICHAEL R. PETIT, COMMISSIONER

Central Office: *Telephone:* 289-2781
Location: Human Services Bldg., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 10; *Unit:* 156; *Unit Citation:* 22 M.R.S.A., Sect. 7111

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The State Government Drug Abuse Coordinating Committee, in cooperation with the Maine Council and the Office, was established to recommend policy to be established and implemented by State agencies and to assist in the coordination and exchange of information on drug control activities in the State.

ORGANIZATION: The State Government Drug Abuse Coordinating Committee was created by the 1973 Alcoholism and Drug Abuse Act. The Committee membership consists of not more than 17 members, including but not limited to, the following members, who serve ex officio, or their designated representatives: the Attorney General; The Chief Justice, as Chairman of the Judicial Council; The Director of Law Enforcement Planning and Assistance; The Director, Office of Alcohol and Drug Abuse Prevention; The Commissioner of Educational and Cultural Services; The Commissioner of Human Services; The Commissioner of Manpower Affairs; The Commissioner of Mental Health and Corrections; The Commissioner of

Public Safety; The Commissioner of Transportation; The Governor; The President of the Maine Senate; The Speaker of the Maine House of Representatives; The State Youth Coordinator; and other appropriate officials. The Commissioner of the Department of Human Services serves as the Committee's chairman.

PROGRAM: In exercising its coordinating functions, the Committee has the statutory authority to assure that: the appropriate agencies of State Government provide all necessary career, educational, employment, health, judicial, law enforcement, legal, medical, penal, psychiatric, psychological, rehabilitative, social, treatment and vocational services for drug abusers and drug dependent persons and for prevention and control of drug abuse and drug dependency without unnecessary duplication of services; the agencies of the several branches of State Government cooperate in the use of facilities and in the treatment of drug abuses and drug dependent persons; and all agencies of State Government must adopt policies to control use of drugs, prevent drug abuse and to treat drug abusers and drug dependent persons, especially alcoholics and intoxicated persons in a manner consistent with policy. Minutes of all meetings shall be sent to the Governor and leadership of the Legislature, who must provide for their appropriate distribution and retention in a place of safekeeping.

However, the State Government Drug Abuse Coordinating Committee has never held a formal meeting and no plans have been made to activate it in the foreseeable future.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: 22 MRSA, Sect. 7111 provides that expenditures of this unit shall be borne by Office of Alcoholism and Drug Abuse Prevention and are, therefore, included in its financial display.

INTERDEPARTMENTAL COORDINATING COMMITTEE (OADAP)

MICHAEL R. PETIT, CHAIRMAN

Central Office: *Telephone:* 289-2781
Location: Human Services Bldg., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 10; *Unit:* 158; *Unit Citation:* 22 M.R.S.A., Sect. 1366

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Committee is empowered to provide for the coordination of, and exchange of information on, all programs relating to alcoholism, and can act as a permanent liaison among the departments engaged in activities affecting alcoholics and intoxicated persons. The Committee can assist the commissioner and director in formulating a comprehensive plan for prevention of alcoholism and for treatment of alcoholics and intoxicated persons.

ORGANIZATION: The Interdepartmental Coordinating Committee is composed of the Commissioners of Human Services, Mental Health and Corrections, Educational and Cultural Services, Transportation, Public Safety and other appropriate agencies and the director. The committee should meet at least twice annually at the call of the Commissioner of the Department of Human Services, who is its chairman.

PROGRAM: The Interdepartmental Coordinating Committee has never held a formal meeting since its creation and no plans have been made to activate it in the foreseeable future.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: This unit is not authorized to receive or expend funds.

MAINE COMMITTEE ON AGING

FLOYD G. SCAMMON, CHAIRMAN
VIRGINIA NORMAN, Staff Director

Toll Free 1-800-452-1912
Central Office: *Telephone:* 289-3658
Location: Augusta Plaza, Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1953 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 10; *Unit:* 159; *Unit Citation:* 22 M.R.S.A., Sect. 5108

Average Count—All Positions: 4 *Permanent Legislative Count:* 0

PURPOSE: It is the goal of the Maine Committee on Aging to assist the elderly of the State of Maine to have access to an adequate income in retirement, the best physical and mental health possible, without regard to economic status; suitable housing, full restorative services for those who require institutional care; opportunity for employment; retirement in health, honor and dignity; and efficient community services, including access to low-cost transportation.

ORGANIZATION: The Maine Committee on Aging was created by Chapter 176 of the private and special Laws of 1953 and was reactivated every two years after 1953, with the exception of the 103rd Legislature. Chapter 630 of the Public Laws of 1973 established a permanent Committee on Aging. In 1974 Section 5108 of Title 22 of the Revised Statutes, as enacted by Section 1 of Chapter 630 of the Public Laws of 1973, was repealed and replaced by Section 5108, Chapter 793, of the Public Laws of 1974.

PROGRAM: The Committee is advisory to the Governor, Legislature, and state and federal agencies on all programs and policies impacting upon Maine's 182,000 elderly. It is concerned not only with the problems of age which demand a wide range of human services from income maintenance, health care, and service delivery such as transportation and meals, but also with expanding the strengths and potentials of the old in improving the quality of life for all Maine citizens throughout their lifelong aging process. The Committee is interested in improving public understanding of aging and establishing a recognition of the values of the old in education, government, business, and daily life, not only traditionalized human services.

Since 1953, the Maine Committee on Aging, in cooperation with the Bureau of Maine's Elderly, has annually sponsored the Three Quarter Century Club for Maine citizens aged 75 and over. The event is a festivity honoring the old; provides them with information about service programs, acquaints the elderly with hypertension screening and provides basic eye examinations. The 1978 Three Quarter Century Club meeting was held on August 3 at the Augusta Armory with 900 in attendance.

Since July 1975, the Maine Committee on Aging, through the Bureau of Maine's Elderly, has received an $18,000 grant from the Administration on Aging to administer a Nursing and Boarding Home Ombudsman Program, pursuant to legislative authority to investigate patient complaints in these facilities (22 MRSA 5112). The statewide program follows up upon complaints made by residents or on their behalf; researches issues and policies confronted in these investigations for potential legislative and/or regulatory changes; identifies service needs of residents; and works with the nursing home profession, Bureau of Maine's Elderly, and area agencies on aging to assist in meeting those identified needs. A grant from the Administration on Aging funds full time Ombudsman Developmental Specialist. The program has a volunteer coordinator and twelve volunteer ombudsman aides. During FY 1979, the Committee received three VISTA volunteers who will develop community advocacy organizations and encourage their involvement in nursing homes. The Committee also received a CETA slot for a Regional Ombudsman for the Central Maine area who will work with and encourage the establishment of resident councils in nursing homes.

The Committee's research assistant devotes half-time to investigating issues in long term care and advocating for appropriate changes with state and federal agencies and the long term care profession. Throughout the past fiscal year, the program investigated approximately 150 complaints and participated in eight major long term care education programs.

Pursuant to 22 MRSA, §5112, the Maine Committee on Aging and the Bureau of Maine's Elderly co-sponsored the seventh annual Blaine House Conference on Aging on October 18 and 19 with 1,000 elderly delegates in attendance. Dr. Arthur Flemming, Chairman of the U.S. Commission on Civil Rights and former commissioner of the Administration on Aging, delivered the keynote address, and Governor James B. Longley also addressed the conference. As a result of the Conference, the Committee had six pieces of legislation introduced into the First Regular Session of the 109th Legislature: L.D. 1501 An Act to Permit Priority Social Services Program Money to be Used as Matching Funds; L.D. 452 An Act to Exempt Purchased Meals for the Elderly Meals Program from the State Sales and Use Tax; L.D. 790 An Act to Prohibit the Practice of a Mandatory Retirement Age; L.D. 907 An Act to Establish a Demonstration Project to Create a Grant and Loan Program to Assist Older Citizens in Purchasing Medically Prescribed Eyeglasses, Dentures and Hearing Aids; L.D. 1328 An Act to Appropriate funds for the Nursing Home Ombudsman Program, and L.D. 1382 An Act to Provide an Elderly Home Heating and Cooking Fuels Program.

Throughout the year, the Committee held meetings on the third Monday of each month. Subcommittees met more frequently, particularly the five-member Technical Review Subcommittee, which reviewed all proposals for funding elderly related programs under the Older Americans Act, and, in cooperation with the Maine Human Services Council, reviews elderly related proposals under Title XX of the Social Security Act and the Priority Social Services Program. Minutes of all meetings are on file and available to the public.

Throughout the year, the Committee conducts meetings and seminars with senior citizen groups and other interested groups. The Committee also conducted meetings statewide with the five Task Forces on Aging to determine the interests and priorities for the 1978 Blaine House Conference on Aging and the 109th Legislature.

LICENSES, PERMITS, ETC.

The Committee certifies 25 citizens to enter onto the premises of Maine's nursing and boarding homes to follow up on patient complaints.

PUBLICATIONS:

Over 60: A Progress Report (free)
A Consumer's Guide to Maine Nursing Homes (free)
Conference Proceedings: The 1978 Blaine House Conference on Aging (free)
Informational pamphlet on Nursing and Boarding Home Ombudsman Program, available in English or French (free)

FINANCES, FISCAL YEAR 1979: The expenditures of this unit, amounted to $61,000 in FY 79 and are, by administrative decision, included with those of the Bureau of Maine's Elderly.

GOVERNOR'S COMMITTEE ON CHILDREN AND YOUTH

For information contact: (Office of) Governor

Central Office: *Telephone:* 289-3531
Location: Statehouse, Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 10; *Unit:* 161; *Unit Citation:* 1975 P&SL Chap. 90

PURPOSE: The duties of the Governor's Committee on Children and Youth are to:

1. Promote effective programs of education, health, recreation, welfare, public safety and correctional services for children and youth;

2. Conduct continuing programs of public information to educate the public as to problems of children and youth using such means, among others, as promotion of needed legislation and appropriations and strengthening of public administration and personnel resources;

3. Assist and encourage governmental and private agencies and citizen groups to coordinate their efforts on behalf of children and youth;

4. Cooperate with the Federal Government and with the governments of other states and cities and programs relating to children and youth;

5. Conduct programs of research as to the needs of children and youth in order to facilitate more comprehensive and better related social planning and action;

6. Cooperate with those state departments and commissions which are concerned with the needs of and services to children and youth by making the fullest possible use of the experience and resources of those departments;

7. Provide a means for youth to express themselves and present their opinions to the Maine legislative body;

8. Provide leadership and consultant service to area committees on children and youth in the development of area programs;

9. Serve as a child advocate for any child in the State, who, because of his immaturity, legal disability, dependency, lack of parental support or lack of status in the community, needs a dedicated champion for the protection of his liberty or health when he is deprived of his home, schooling, medical care, property, rights, entitlements or benefits or is subjected to involuntary treatment that may be detrimental to his general welfare; and

10. Furnish the Governor and the Legislature a biennial report.

ORGANIZATION: The Governor appoints a committee of 15 representative citizens, 5 of whom are youths. The Governor designates the chairman.

The committee meets at the place designated by and at the call of the chairman not less than 5 times each biennium. The members of the committee or authorized subcommittees are paid necessary expenses incurred in the performance of their duties. Such expenses are governed by the rules and regulations covering all state departments.

PROGRAM: During FY 79 the Committee was inactive.

PUBLICATIONS: Report to the Governor issued in January 1977.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

GOVERNOR'S COMMITTEE ON CHILDREN AND YOUTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	662		662			
Licenses/Permits/Fees/Tax	—20		—20			
TOTAL RESOURCES	642		642			
EXPENDITURES						
TOTAL EXPENDITURES	0		0			

MAINE HUMAN SERVICES COUNCIL

REP. EDWARD C. KELLEHER, CHAIRMAN
ROBERT A. FRATES, Executive Director

Central Office: *Telephone:* 289-2288
Location: 14 Columbia Street, Augusta *Floor:* 2
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1974 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 10; *Unit:* 162; *Unit Citation:* 22 M.R.S.A., Sect. 5313

Average Count—All Positions: 4 *Permanent Legislative Count:* 5

PURPOSE: The Maine Human Services Council purpose is to assist the Executive and Legislative Branches of State Government on activities relating to human services. The Council, as an independent board, takes action in the form of proposed budgetary, policy or legislative actions relative to state and federal funds, plans, policies and programs pertaining to human services; particularly state administered funds under Title 20 of the U.S. Social Security Act and the state's Priority Social Services Act. Furthermore it provides public information, hearings and forums on behalf of human services to the public at large, national government and the executive and legislative branches of State government. It also serves as the performance review committee required by state and federal laws for social services funded by the U.S. Social Security Act, the Maine Priority Social Services Act and other human service programs.

ORGANIZATION: The Maine Human Services Council was established in 1974 and consists of seventeen members representing the legislature, nongovernmental organizations or groups, public agencies concerned with human services, citizens at large, and who, excepting members representing the Legislature, are appointed by the Governor for terms of three years. The Governor designates the chairperson from among the appointed members. The Council meets monthly. and its subcommittees/task forces meet throughout the year.

PROGRAM: During the year ending June 30, 1979 the Maine Human Services Council continued activities to improve education, children's, correctional, mental health, mental retardation, housing, health, income, rehabilitation, social service and transportation programs. Also, a major effort was to encourage coordination of state funded human services in order to achieve services more responsive to the needs of Maine people and to achieve more equitable distribution of services statewide.

Work concentrated on programs of the Maine Departments of Human Services, and Mental Health and Corrections. A selected number of programs within the Departments of Educational and Cultural Services and Transportation were monitored. High priority of this independent board continued to be policy/budget/legislative analyses, and technical assistance to the Legislative Branch, the Governor, agencies of the Executive Branch and the public-at-large.

To carry out goals and objectives adopted at its annual meeting in the summer of 1978, the Council worked to maintain and increase funds necessary to offset the inflationary cost of living expenses faced by needy families and community agencies delivering human services. Two objectives of these efforts focused on more effective use of existing state and federal funds and coordination of services. The following activities were carried out to support Council goals: Community Forums, Budget/Policy Analysis and Management, Health Care, Review of Contracts, Family and Children's Services and Transportation.

Community Forums. In the summer of 1978, the Council sponsored six community forums in Lewiston, Portland, Waterville, Bangor, Presque Isle, and Ellsworth. Comments of the public, consumers, community leaders, and local agencies were heard concerning Title XX Social Services and other human services.

The burden of inflationary costs on families, children, the elderly and the handicapped was the most discussed issue. How the cost of living reduces the availability of all human services was emphasized. Noted particularly was the reduction in the availability of transportation even though it is needed to obtain the essentials of life: food, income and health care. Many questions were raised about the high cost of health care, and the confusing, fragmented delivery of human services which effectively precludes many people from obtaining necessary care.

Budget Analysis and Management. The Council focused on analysis of budgets and policy, particularly relating to the Departments of Mental Health and Corrections and Human Services, while monitoring selected accounts in the Departments of Educational and Cultural Services and Transportation. Analysis of the budget instructions resulted in publication of a *Statement of Concern on the Budget Process.* Assisting both the Executive and Legislative Branches, the Council initiated and supported actions achieving substantial financial gains for education for pre-school handicapped children, children's residential care facilities, community correction services, developmental disabilities, aid to families with dependent children, shelters for victims of domestic violence, and transportation programs. The Council initiated a substantial effort emphasizing more effective use of existing state and federal funds, rather than seeking additional tax revenues.

Health Care. Questions which arose during the budget/policy analysis, and in the community forums resulted in the Council preparing an *Analysis of Insured People, Beneficiaries, Services and Payments under Maine's Medicaid and Catastrophic Illness Programs.* The findings from this analysis lead to the Council initiating action seeking to contain state health care costs, improve community and home health services, and promote innovative preventive care, particularly in maternal and child health care.

Review of Contracts. During the year the Council, through its Performance Review Committee, monitored the development and execution of more than 530 contracts between state departments and 300 community agencies that encumbered $33,252,000. Council work to achieve consolidation of contracts, improved contract administration, and greater accountability of services began to have positive results, as state officials lead efforts to combine contracts and change fiscal controls. Unfortunately, their efforts may result in more bureaucratic procedures and excessive red tape, while not adequately addressing the needs of people for improved services.

Title 20 Social Services. In August 1978, the Council published its *Comments on the Title 20 Social Services Plan.* The comments noted many problems with the plan and, based on testimony at the community forums, recommended improving the plan so as to develop greater coordination of services. The Council recommended the plan include:

1) Comparative information on the past delivery of and expenditures for a service;
2) An accurate description of the future need for and amount of a service to be delivered;
3) A full description of the total resources funding a service;
4) Open competition for funds through a public bid process;
5) Providing service to individuals with income up to 115% of the state median income by using sliding fee scales;
6) Securing new resources, other than Title 20, for transportation;
7) Setting up a way to establish priorities;
8) Correction and clarification of inconsistent and inaccurate fiscal and service data;
9) Integrating Title 20 financial planning with the state's biennial budget process.

Family and Children Services. The Council expressed its long standing concern for families and children by integrating these concerns with various activities. Of particular note was Council work supporting initiation and maintenance of the Interdepartmental Coordinating Committee, a statewide conference on families and children, development of departmental programs more responsive to the real needs of Maine families, and enactment of legislation relating to family impact statements. Other high priority family and children's issues addressed were: improved payments for aid to families with dependent children, better preventive health care for children, and focusing on the family and the home as a primary way of helping children, adults and the elderly to meet educational, developmental, income, health and social needs.

Transportation. Based on testimony at the community forums, our budget analysis, and the erosion of service due to inflationary oil based costs, the Council focused on transportation as a major priority. Citizens in need of transportation to health care, to grocery stores, and to human services experienced a great reduction in the availability of publically funded transportation, while the cost of personal individualized transportation skyrocketed. The Council set as a primary task obtaining additional funds for public transportation, greater coordination of transportation funded by several state departments, and more effective use of available state and federal dollars. Chapter 505 of the public laws of 1979 (LD 1556) was enacted to the great credit of the 109th Legislature. This will initiate significant action on public transportation. Action to more effectively use state and federal funds and to coordinate service is, once again, still pending realistic action by the Department of Human Services.

PUBLICATIONS:

Child Abuse and Neglect Report (free)

Maine's Hidden Poor in Substandard Housing (free)

Summary and Record of Eight 1977 Community Forums on Human Services (free)

Statement of Concern on the Budget Process, 1978 (free)

Analysis of Insured People, Beneficiaries, Services and Payments under Maine's Medicaid and Catastrophic Illness Programs, 1979 (free)

Comments on the Proposed Title 20 Social Services Plan, 1978 and 1979 (free)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HUMAN SERVICES COUNCIL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	−18,677	3			−18,680	
Bal Brt Fwd— Encumbered	18,680				18,680	
Revenue From Federal Govt	58,700				58,700	
Legislative Approp/Alloc	33,314	33,314				
Transfers—Non-Federal $	819	819				
TOTAL RESOURCES	92,836	34,136			58,700	
EXPENDITURES						
Salaries and Wages	44,780	18,828			25,952	
State Share of Retirement	4,012	2,136			1,876	
Prof Service, Not By State	10,493	600			9,893	
Travel Expenses, In-State	1,227	950			277	
Utilities	4,049	3,096			953	
Rents	5,788	331			5,457	
Repairs	109	39			70	
Insurance	643				643	
General Operating Expense	15,457	5,728			9,729	
Other Supplies	80	64			16	
Trans to Gen-Fund Sta-Cap	330				330	
TOTAL EXPENDITURES	86,968	31,772			55,196	

ADVISORY BOARD FOR LICENSURE OF AMBULANCE SERVICES

H. ALAN HUME, M.D., DIRECTOR

FARNHAM FOLSOM, Licensing Agent

Central Office: *Telephone:* 289-2411

Location: Human Services Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1971 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:

Policy Area: 03; *Umbrella:* 10; *Unit:* 163; *Unit Citation:* 32 M.R.S.A., Sect. 73

Average Count—All Positions: 2 *Permanent Legislative Count:* 0

PURPOSE: The purpose of this Board is to review and formulate recommendations to the Commissioner as to regulations and policies governing the licensing of ambulance services, vehicles and personnel.

ORGANIZATION: This Board has twelve members and the staff of the Emergency Medical Services Program.

PROGRAM: The Advisory Board for Licensure of Ambulance Services meets, at a minimum, once a year to discuss and determine the need for altering the regulations or law. If it is determined that changes in the regulations or law are advisable, public hearings, staffed by members of the Board and the Emergency Medical Services staff, are scheduled at different locations in the State. At the conclusion of the hearings, if the Board still feels the changes are necessary, the required administrative procedures are initiated to incorporate them.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $1000 in FY 79 and are, by administrative decision, included with those of the Bureau of Health.

BOARD OF HEARING AID DEALERS AND FITTERS

ROBERT N. SOULAS, CHAIRMAN
DONALD C. HOXIE, Director

Central Office: *Telephone:* 289-3826
Location: Human Services Bldg., Augusta
Mail Address: Statehouse, Augusta, Maine 04333
Established: 1969 *Sunset Review Required by:* June 30, 1986
Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 10; *Unit:* 164; *Unit Citation:* 32 M.R.S.A., Sect. 1660A
Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Board has the responsibility and duty of advising the department, preparing required examinations and assisting the department in carrying out the law. Additionally, the Board may provide or make available opportunity for lectures, courses or workshops which will be useful and educational to licensees or trainees and may use its funds to sponsor such educational programs. Furthermore, the Board may recommend to the department the preparation and administration of suggested guidelines concerned with the fitting and selection of hearing aids in order that prospective licensees may possess the necessary backgrounds and qualifications to fit and sell hearing aids.

ORGANIZATION: Members of the Board must be residents of the State. The Board consists of 5 licensed hearing aid dealers and fitters, one licensed physician, an audiologist, a member of the Maine Committee on Aging, and one citizen consumer. Each hearing aid dealer and fitter on the Board must have had not less than 5 years of experience and must hold a valid license as a hearing aid dealer and fitter, as provided under this chapter.

All members of the Board are appointed by the Governor with the consent of the Executive Council. The term of office of each member is for 4 years. Before a member's term expires, the commissioner must appoint a successor to assume his duties at the expiration of his predecessor's term. A vacancy in the office of a member shall be filled by appointment for the unexpired term. The members of the Board shall annually designate one such member to serve as chairman and another to serve as secretary-treasurer. No member of the Board shall be reappointed to the Board until at least one year after the expiration of his 2nd term of office.

PROGRAM: The Board meets twice a year and gives examinations, discusses problems and business accumulated. The Board adopts rules and regulations concerning the practice of fitting and dealing in hearing aids. These became effective October 25, 1977.

LICENSES, PERMITS, ETC.:
- License:
  - Corporation
  - Hearing Aid Dealers and Fitters
- Permit:
  - Trainee

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF HEARING AID DEALERS AND FITTERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	9,567		9,567			
Licenses/Permits/Fees/Tax	850		850			
Fees Charged for Services	—50		—50			
TOTAL RESOURCES	10,367		10,367			
EXPENDITURES						
Salaries and Wages	1,000		1,000			
Prof Service, Not By State	2,000		2,000			
Travel Expenses, In-State	64		64			
Utilities	1,364		1,364			
General Operating Expense	663		663			
Trans to Gen-Fund Sta-Cap	482		482			
TOTAL EXPENDITURES	5,573		5,573			

OFFICE OF DENTAL HEALTH

DEBORAH A. DEATRICK, DIRECTOR

Central Office: *Telephone:* 289-2361
Location: Bureau of Health Bldg., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 10; *Unit:* 203; *Unit Citation:* 22 M.R.S.A., Sect. 2094

Average Count—All Positions: 2 *Permanent Legislative Count:* 0

Organizational Units:
Medicaid Advisory Committee (Dental)

PURPOSE: The purpose of the Office of Dental Health is to establish, with the advice of the Maine Dental Health Council and subject to the direction of the commissioner, the overall planning, policy, objectives and priorities for all functions and activities relating to dental health, which are conducted by or supported by the State of Maine. Furthermore the Office has the objectives of reducing dental disease in Maine residents to a minimal and acceptable level and of improving and expanding dental health services in Maine. The Office serves as the State's primary administrative, coordinating and planning unit for carrying out the following duties: to develop a comprehensive, state-wide plan, in cooperation with other state-wide health planning organizations, when deemed appropriate, to improve the dental health of Maine citizens. The plan must be revised biennially; to conduct ongoing review of all possible sources of funding, public and private, for improving dental health and development of proposals to secure these funds when appropriate; to provide technical assistance and consultation to Federal, State, county and municipal programs concerned with dental health, and to provide technical assistance and consultation to schools and to the Department of Educational and Cultural Services for the purposes of introducing into Maine schools dental health education programs.

The Office also conducts studies and develops primary data for the purposes of documenting specific dental problems in the State; provides consultation and program information to the health profession, health professional education institutions and volunteer agencies; conducts annual reviews of the statutes and guidelines governing use of dental auxiliaries, dentists and other dental personnel and makes recommendations to the Legislature for changes which would benefit the public's health; and coordinates all efforts to improve dental health which are in part or wholly supported by State funds. The Office also has the responsibility to administer funds in accordance with the interest and objectives of the law or within any limitations which may apply from the sources of such funds. The commissioner has the power to receive for the Office all funds granted by any private, Federal, State, county, local or other source. Lastly, the Office must annually prepare a detailed report that must be submitted by the department. By law the report must include a state-wide dental plan and describe the implementation of the responsibilities of the Office as described in the statutes. The report will be submitted to the Governor and Legislature.

ORGANIZATION: A statutory component of the Department of Human Services, the Office is administered by a director, who is appointed by the commissioner, only after consultation with the Council. The directer serves in the unclassified service; serving at the pleasure of the commissioner, and subject to removal by the commissioner after consultation with the Council. Any vacancy will be filled by appointment as above. The director serves on a full-time basis and must be a person qualified by training and experience to carry out the type of responsibilities described in the "purpose" section. The director assumes and discharges all responsibilities vested in the Office. He/She may employ, subject to the Personnel Law and within the limits of available funds, competent professional personnel and other staff necessary to carry out the mission of the Office. The director prescribes the duties of staff and assigns a sufficient number of staff to the Office to achieve its powers and duties.

PROGRAM: During fiscal 1979, the Office of Dental Health has continued to administer the School Dental Health Education Program for students in participating schools in grades Kindergarten through six. A bill to provide funds in 1979-80 and 1980-81 for school dental health education programs was approved by the Legislature during the 1979 session. In addition, the Office continued its efforts to provide simplified school water fluoridation systems.

The Dental Health Program Plan, accepted by the Maine State Health Coordinating Council, served to guide activities undertaken by the Office in 1979. Currently, the Office is developing prevention-oriented programs which emphasize education and increased access to dental services, including school dental health programs, programs for the elderly and institutionalized, and the adult working population.

The Dental Health Council, the Dental Medicaid Advisory Committee, and the Orthodontic Advisory Committee have assisted Office efforts over the past year.

PUBLICATIONS:

Maine Dental Health Curriculum (Not available for sale)

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $40,016 in FY 79 and are, by administrative decision, included with those of the Bureau of Health.

MAINE DENTAL HEALTH COUNCIL

JANE G. BARTH, CHAIRPERSON
EARLE W. PULSIFER, D.M.D., Vice-Chairperson

Central Office: *Telephone:* 289-2361
Location: Bureau of Health Bldg., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 10; *Unit:* 282; *Unit Citation:* 22 M.R.S.A., Sect. 2096

Average Count—All Positions: 2 *Permanent Legislative Count:* 0

PURPOSE: The mission of the Maine Dental Health Council is to advise, consult and assist the Executive and Legislative Branches of the State Government on activities of State Government related to dental health. The Council is solely advisory in nature, and may make recommendations regarding any function intended to improve the quality of such dental health. The Council must be consulted by the commisioner of Human Services prior to the appointment or removal of the director. Another duty is to serve as an advocate on behalf of dental health, promoting and assisting activities designed to meet the problems of dental health at the State and community levels. The Council serves as an ombudsman on behalf of individual citizens as a class in matters relating to such dental health under the jurisdiction of State Government. Furthermore the Council assists the director in reviewing and evaluating State and Federal policies regarding dental health programs and other activities affecting people, conducted or assisted by any State department or agency. Lastly the Council provides public forums, including the conduct of public hearings, sponsorship of conferences, workshops and other such meetings to obtain information about, discuss and publicize the needs of and solutions to dental health problems.

ORGANIZATION: The Council consists of 9 members appointed by the commissioner, for terms of 3 years. Any vacancy in the Council does not affect its powers, but must be filled in the same manner in which the original appointment was made. Members are eligible for reappointment for not more than one full consecutive term and may serve after the expiration of their term until their successors have been appointed, qualified and taken office.

An official employee, consultant or any other individual employed, retained or otherwise compensated by or representative of the Executive Branch of Maine State Government can not be a member of the Council; but can assist the Council if so requested. Membership includes 4 dental health personnel, including one hygienist and one dentist or other professional staff employed full time by a private nonprofit dental clinic program and 2 dentists employed in private practice, one of whom is appointed from a list of at least 3 submitted by the Maine Dental Association and 5 interested citizens representing a balance of diverse social economic groups and geographic locations, who are not employed in the dental health or medical care professions, or members of the immediate family of any person employed as a dental health or other medical care professional.

The State Board of Dental Examiners serves as a Technical Advisory Committee to the Council and the director on matters relating to dental care standards. Furthermore, the director of the office of Dental Health or his representative must attend all meetings of the Council. The Council elects the chairperson and such other officers from its members as it deems appropriate.

PROGRAM: The Maine Dental Health Council met monthly during fiscal 1979. The Dental Health Program Plan, approved by the Council in 1978, serves to guide Council activity. In early 1979, the Council worked to assist efforts toward the passage of legislation to provide funding for school dental health education programs. Furthermore, funding was approved by the Legislature for school years 1979-80 and 1980-81. The Council studied issues of dental manpower, including the National Health Service Corps program and a feasibility study for a denturist training program.

Currently, the Council is addressing several key issues: broadening and evaluating the school dental health education program; access to dental care among Maine's elderly and institutionalized populations; nutrition education; and fluoridation.

PUBLICATIONS: Maine Dental Health Plan.

FINANCES, FISCAL YEAR 1979: 22 MRSA Sect 2098 provides that expenditures of this unit, shall be borne by the Office of Dental Health and are, therefore, included in the financial display of the Bureau of Health.

BOARD OF CHIROPRACTIC EXAMINATION & REGISTRATION

ROBERT P. LYNCH, D.C., PRESIDENT
G. ROY SLOCUM, Secretary

Central Office: *Telephone:* 725-4222
Location: 30 Bath Road, Brunswick
Mail Address: 30 Bath Road, Brunswick, Maine 04011

Established: 1923 *Sunset Termination Scheduled to Start by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 10; *Unit:* 297; *Unit Citation:* 32 M.R.S.A., Sect. 501

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Board of Chiropractic Examination and Registration was established to protect the public through regulation of the practice of chiropractic in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board are to examine, certify and register qualified applicants for a certificate of licensure to practice chiropractic in the State, upon payment of specified fees; to renew all certificates annually, upon payment of specified fee and presentation of evidence that the applicant has attended one of two educational programs conducted and supervised by the Board in the preceding year; to investigate all complaints and all cases of non-compliance with the law relating to the registration of doctors of chiropractic and to bring such cases to the notice of the proper prosecuting officer; to make and adopt such rules and regulations and a code of ethics, consistent with the law, as it may deem necessary; and to hold regular meetings at least twice a year for the purpose of considering applications, examining applicants and conducting other business.

ORGANIZATION: The Board of Chiropractic Examination and Registration, established in 1923, consists of five members appointed by the Governor, for terms of five years. During FY 76, a sixth member representing the public was added to the board. Each member must be a graduate of a legally chartered chiropractic school, college or university having the power to confer degrees in chiropractic, and must have been at the time of appointment engaged in active practice for a period of at least three years in the State. The Board annually elects one of its members as chairman and one as secretary and treasurer.

PROGRAM: During FY 79, 27 persons took the Board of Chiropractic Examination; 22 passed and were licensed. Another 2 licenses were awarded by reciprocity. One application was rejected for insufficient educational credits.

LICENSES, PERMITS, ETC.:
License:
To practice

PUBLICATIONS:
"Laws and Rules and Regulations Governing the Practice of Chiropractic"—No charge.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF CHIROPRACTIC EXAMINATION & REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	2,173		2,173			
Fees Charged For Services	5,712		5,712			
TOTAL RESOURCES	7,885		7,885			
EXPENDITURES						
Salaries and Wages	1,175		1,175			
Prof Service, Not By State	1,431		1,431			
Travel Expenses, In-State	3,379		3,379			
Utilities	340		340			
General Operating Expense	595		595			
Other Supplies	15		15			
Trans. to Gen.-Fund Sta-Cap	550		550			
TOTAL EXPENDITURES	7,485		7,485			

BOARD OF DENTAL EXAMINERS

HENRY POLLARD, D.M.D., PRESIDENT

WALTER W. CRITES, D.M.D., Secretary-Treasurer

Central Office: *Telephone:* 782-8859
Location: Stony Ridge, Auburn
Mail Address: 100 Stony Ridge, Auburn, Maine 04210

Established: 1891 *Sunset Termination Scheduled to Start by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 10; *Unit:* 313; *Unit Citation:* 32 M.R.S.A., Sect. 1071

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Board of Dental Examiners was established to protect the lives and health of the people of the State of Maine through regulation of the practice of dentistry so as to maintain high professional standards. The primary responsibilities of the Board are to examine and license qualified applicants for a certificate to practice dentistry, dental hygiene, or denture technology in Maine; upon payment of specified fees to register dentists biannually, and dental hygienists and denture technologists annually who are practicing in the State; to furnish annually to the Secretary of State a list of persons to whom certificates have been granted during the year; to make such rules, not contrary to the law, as the Board deems necessary for the performance of its duties; to investigate all complaints and all cases of noncompliance with or violations of the provisions of laws relating to dentists and to institute or cause to be instituted appropriate proceedings in connection therewith; and to affiliate with the American Association of Dental Examiners as an active member.

ORGANIZATION: The Board of Dental Examiners, originally established in 1891 as the Board of Examiners for Dentists, consists of five members of the dental profession, a consumer for a term of five years and a dental hygienist appointed by the Governor for a term of four years. Dentist members must be graduates of a reputable dental college and have been in the practice of dentistry in Maine for at least ten years immediately preceding the appointment. The Board, at its annual meeting, elects from its members a president, vice-president and a secretary-treasurer. It must at least annually give examinations for applicants to practice dentistry, or it may use the results of the National Board exam and the Northeast Regional Board exam.

PROGRAM: During fiscal year 1979, the Board of Dental Examiners licensed 57 dentists and 49 dental hygienists. It served as a member of the Northeast Regional Board of Dental Examiners, and kept informed of rapidly changing dental situations throughout the country.

LICENSES, PERMITS, ETC.:

License:
- Dentists
- Dental Hygienist
- Denture Technologists

PUBLICATIONS:

Directory—Dentists & Dental Hygienists published even numbered years.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF DENTAL EXAMINERS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	21,852		21,852			
Bal Brt Fwd— Encumbered	920		920			
Fees Charged For Services	7,435		7,435			
Adjustment of Balance Fwd	—10		—10			
TOTAL RESOURCES	30,197		30,197			
EXPENDITURES						
Salaries and Wages	4,000		4,000			
Prof Service, Not By State	4,378		4,378			
Other Prof Serv, By State	2,719		2,719			
Travel Expenses, In-State	2,074		2,074			
Travel Expense, Out-State	497		497			
Utilities	1,633		1,633			
Rents	100		100			
Repairs	66		66			
General Operating Expense	3,128		3,128			
Other Supplies	654		654			
Trans. to Gen.-Fund Sta-Cap	1,828		1,828			
TOTAL EXPENDITURES	21,077		21,077			

STATE BOARD OF FUNERAL SERVICE

ROBERT E. BLAIS, CHAIRMAN
DONALD C. HOXIE, Director

Central Office: *Telephone:* 289-3826
Location: 151 Capitol St., Augusta
Mail Address: 151 Capitol St., Augusta, Maine 04333

Established: 1903 *Sunset Termination Scheduled to Start by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 10; *Unit:* 331; *Unit Citation:* 32 M.R.S.A., Sect. 1451

Average Count—All Positions: 1 *Permanent Legislative Count:* 1

PURPOSE: The board shall have the responsibility and duty of advising the department, preparing required examinations and assisting the department in carrying out the law.

The board shall determine issuing of licenses, cause inspections to be made, and investigate complaints of licensees violating the law.

ORGANIZATION: The State Board of Funeral Services consists of 8 members, one of whom is the Director of Health, who is the secretary of the board, 6 of whom are persons licensed for the practice of funeral service for 10 consecutive years or who have had 10 consecutive years' experience as an embalmer or funeral director in this State immediately preceding their appointment, and one of whom must be a representative of the public. Members, other than the Director of Health, are appointed by the Governor, for terms of 4 years. In the case of vacancy by any reasons, the vacancy is filled by appointment for the unexpired term, as is provided in original appointments. The present members of the Board of Examiners of Funeral Directors and Embalmers serve as members of the State Board of Funeral Services until their terms expire.

The board may adopt rules and regulations consistent with law governing the care, preparation, transportation, cremation, burial or disposition of dead human bodies, and governing funeral service, including licensing and registration of resident trainees.

The members of the board each receive $20 a day and expenses while engaged in the business of the board. The secretary receives actual expenses while engaged in the business of the board. He/she serves as the treasurer thereof and receives all fees, charges and assessments payable to the board, and accounts for and pays over the same according to law.

PROGRAM: During FY 79 there were 170 Funeral Homes, 7 Embalmers, 22 Funeral Directors, 30 Resident Trainees, 415 Practitioners, and 124 Non-licensed employees.

Throughout the year the Board had 4 regular meetings and 7 special meetings. Issues discussed included complaints, previous decisions by the Board, mortuary trusts, inspections of funeral homes, and continuing education. The Board also gave exams. The Board is anticipating FY'80 to be another very active year.

LICENSES, PERMITS, ETC.:

Licenses:
- Practitioner
- Funeral Director
- Embalmer

Registration:
- Funeral Home
- Resident Trainee
- Non-licensed employee

PUBLICATIONS:

State of Maine Directory of Licensed Practitioners of Funeral Service, Funeral Directors and Embalmers, Registered Funeral Homes (published annually) (free)

Revised Statutes Relating to the State Board of Funeral Service (free)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF FUNERAL SERVICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	12,498		12,498			
Fees Charged For Services	14,998		14,998			
TOTAL RESOURCES	27,496		27,496			
EXPENDITURES						
Salaries and Wages	7,528		7,528			
State Share of Retirement	476		476			
Prof Service, Not By State	908		908			
Travel Expenses, In-State	70		70			
Utilities	339		339			
Rents	560		560			
Insurance	321		321			
General Operating Expense	4,822		4,822			
Other Supplies	419		419			
Trans. to Gen. Fund Sta-Cap	1,570		1,570			
TOTAL EXPENDITURES	17,013		17,013			

BOARD OF REGISTRATION IN MEDICINE

ALAN M. ELKINS, M.D., CHAIRMAN
GEORGE E. SULLIVAN, M.D., Secretary
ANGELINA HUBERT, Executive Secretary

Central Office: *Telephone:* 873-2184
Location: 100 College Ave., Waterville
Mail Address: 100 College Ave., Waterville, Maine 04901

Established: 1895 *Sunset Termination Scheduled to Start by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 10; *Unit:* 373; *Unit Citation:* 32 M.R.S.A., Sect. 3263

Average Count—All Positions: 4 *Permanent Legislative Count:* 0

Organizational Units:
Board of Examiners in Physical Therapy
Examiners of Podiatrists

PURPOSE: The Board of Registration in Medicine was established to safeguard the lives and health of the people of the State of Maine through regulation of the practice of medicine so as to maintain high professional standards. The primary responsibilities of the Board are to determine the qualifications of, examine, certify and register candidates desiring admission to medical practice in Maine; to license, register and biennially reregister, upon payment of specified fees, physicians and surgeons practicing medicine in Maine; to set standards of practice for physicians and surgeons and promulgate rules and regulations as deemed necessary; to conduct and operate medical education programs for physicians licensed in Maine; to conduct and operate programs of financial assistance to medical students; to investigate complaints and allegations of non-compliance with the laws relating to physicians and surgeons and the rules and regulations adopted by the Board; and to hold hearings and take disciplinary action as required, in the form of probation or censure, or report its findings to the Attorney General for prosecution in the Administrative Court for suspension or revocation.

The Board is also authorized to approve training programs for physician's assistants; to determine the qualifications of, certify, register and biennially reregister physician's assistants and their supervising physicians. In addition, the Board has various responsibilities in connection with administration of the Examiners of Podiatrists and the Board of Examiners in Physical Therapy.

ORGANIZATION: As established in 1895, the Board of Registration in Medicine consisted of six members appointed by the Governor with the advice and consent of the Council, for terms of six years. Today members are appointed by the Governor only. In 1975, the Legislature increased the Board membership to seven by requiring the appointment of a public member. Six members must be graduates of a legally chartered medical college or university conferring degrees in medicine, and must have been actively engaged in medical practice in Maine for a continuous period of five years preceding appointment; one member must be a representative of the public. The Board meets in July of uneven- numbered years and elects a chairman and a secretary-treasurer. Regular meetings are required by law to be held each year in March, July and November. Special meetings are scheduled as necessary.

Members of the Board together with appointees by the Governor constitute the Board of Examiners in Physical Therapy; and with appointees by the Governor also constitute the Examiners of Podiatrists. The chairman and secretary-treasurer of the Board of Registration in Medicine hold the same offices on these examining boards. Meetings of the three boards are held on the same dates and at the same place.

PROGRAM:

Meetings. For the last three years, the Board has held meetings every two months to permit adequate management of the Board's activities. In addition to three statutorily required meetings in March, July and November, the Board meets in January, May and Sept.

A Standing Committee for the Study of Physicians' Fees was established to examine physicians' fees and medicaid reimbursement and to establish a liaison with medical societies and the Department of Human Services in order to obtain information about complaints regarding excessive fees for medical care. The latest report from the Committee showed that no serious problem exists at the present time, that the Department of Human Services is attempting to develop a comprehensive fee schedule acceptable to the medical profession, and that there are relatively few medicaid patients being denied services.

The Secretary of the Board participated in the activities of the Budget, Long Range Planning and FLEX Test Committees as well as the annual meeting of the U.S. Federation of State Medical Boards. The Executive Secretary also attended the annual meeting of the Federation and was appointed to the Federation's Nominating Committee for the coming year.

Three members of the Board participated in a public hearing held for the promulgation of Rules and Regulations for physical therapists.

One member appeared on a panel sponsored by the Maine Medical Association to discuss the role of the physician's assistant in the State of Maine.

Licensure. The State of Maine utilizes the Federation Licensing Examination (FLEX) as its tool for determining clinical competence or fitness to practice medicine. When FLEX was initially administered in June, 1968, Maine was one of the original seven states to participate. Thirty candidates were present at the first FLEX in Maine. Now in its twelfth year, FLEX has been adopted by all the states and the District of Columbia, the Virgin Islands, Guam, the Canal Zone and the Canadian Province of Saskatchewan; it provides a uniform nationwide standard for medical licensure. FLEX is administered simultaneously throughout the country in June and December each year. During the year 1978, 595 physicians, mostly foreign medical graduates, were admitted to the FLEX conducted at Waterville and Augusta.

A total of 396 were issued permanent licensure to practice medicine in the State of Maine during FY 79: 154 by endorsement of credentials, 242 by examination. Twenty-one physicians requested and were granted reinstatement of their Maine license.

Three applicants were denied licensure; two reregistrations were withheld. (More information concerning these may be found in the INVESTIGATIONS/ACTIONS section of this report.) The 1978-79 reregistration period officially closed on October 1, 1978 with a record number of 4,657 medical doctors reregistering with this Board:

1,590 Residents of Maine
3,067 Out-of-state residents

As of June 30, 1979, Board records show:

1,733 medical doctors licensed and living in Maine
3,528 medical doctors licensed in Maine and living out-of-state
5,261 total number of medical doctors licensed by this Board

This reflects a net gain, within the last fiscal year of 64 medical doctors living in the State of Maine. Approximating that 115 registrants are in retirement or other non-practicing status, we estimate that there are 1,628 medical doctors currently and actively practicing medicine in the State of Maine.

One hundred-eighty temporary or limited licenses were issued: 10 Locum Tenens, 48 Camp (seasonal), 4 Emergency licenses and 118 Temporary Educational Permits for hospital residents.

During FY 79, 27 physicians applied for and were granted approval to supervise physician extenders; fifteen physician's assistants were issued certificates of qualification; 55 physician's assistants had reregistered for the period 1979-80. On June 30, Board records showed 61 physician's assistants rendering medical services in the State of Maine.

Investigations and Actions. During FY 79 twenty-five complaints/reports were filed with the Board against physicians and two against physician's assistants. The Board settled by correspondence or personal contact, eight of these which were determined to be minor disputes related to unsatisfactory doctor/patient relationships. Investigations were conducted in seventeen cases. One formal hearing was held in March, another is scheduled later this year; three physicians remain under surveillance; the Board sent advisories to five physicians; four cases are pending. The Board found no cause for action and dismissed nine cases; two other cases determined to be frivolous, were expunged from Board records. The Board dismissed, for insufficient cause, two reports concerning physician's assistants.

Three applicants were denied licensure: one, on the basis of fraud in the procurement of a license; two, on the basis of unexplained discrepancies in the information provided by the applicants to the Board.

Two reregistrations were withheld on the basis of adverse information received from other State Boards.

Grants. Pursuant to 32 MRSA Subsection 3269 (10), the Board disbursed funds accumulated through the receipt of licensure fees to the following agencies:

1. Department of Educational and Cultural Services for securing contract spaces for the admission of qualified Maine residents to the University of Vermont, Tufts and Dartmouth Medical Schools;
2. Medical Care Development, Inc., administrative arm of the Committee on Continuing Medical Education of the Maine Medical Association for the development of a registry and of four programs in continuing medical education.

Legislation. L.D. 1502 An Act to Amend the Statutes Concerning the Practice of Medicine proposed by the Board was amended and enacted by the 109th Legislature. It provides for mandatory Continuing Medical Education by the year 1982 and for an increase in examination, endorsement and reregistration fees to cover higher examination and other costs. The amendment deleted a section that would have provided certain standards in the practice of midwifery.

L.D. 1372 An Act to Revise the Physical Therapist Practice Act as proposed by the Maine Chapter APTA was rewritten by the legislature as L.D. 1664 and enacted as P.L. 555. It transferred the Board of Examiners of Physical Therapy from the Board of Registration in Medicine to the Dept. of Business Regulation. The reorganized Board will consist of two physical therapists, one physical therapy assistant, two physicians from the Board of Registration in Medicine and one public member appointed by the Governor at the expiration of current members' terms.

Other Activities. Incoming and outgoing mail totaled 25,608 pieces this year:
14,058 outgoing, 11,550 incoming.

The Medical Director 1978-1979 was compiled and published by the Board as a reference source of information. It includes the laws, rules and regulations pertaining to the practice of medicine in the State of Maine, the AMA Principles of Medical Ethics, an index of physicians (Doctors of Medicine) licensed in Maine, arranged alphabetically and geographically by city, and a listing of physician's assistants and their primary supervising physicians. Copies were mailed to each physician practicing in Maine and to other persons or agencies requesting them.

In addition to routine tasks, the Board developed forms for filing complaints or reports concerning physicians pursuant to the Maine Health Security Act;

—reviewed 49 liability claim reports submitted by the Superintendent of Insurance pursuant to 24 MRSA Section 2605;

—met on two occasions with directors of training programs for Emergency Medical Technicians to discuss program approval by the State;

—reconsidered and amended the Board's policy concerning medical students rendering services in Maine hospitals;

—voted to cooperate with the Maine Medical Association in the activities of the Association's Committee on the Impaired Physician.

LICENSES, PERMITS, ETC.:

License:

License to Practice Medicine and Surgery
Certificate of Reregistration
License to Practice Medicine and Surgery as a Camp Physician
License to Practice Medicine and Surgery as Locum Tenens
Temporary Educational Permit
Physician's Assistant Certificate of Qualification
Physician's Assistant Certificate of Registration

PUBLICATIONS:

Medical Directory 1978-1979 ($5.00)

(Includes roster of physicians, Medical Practice Act, Maine Health Security Act, Rules and Regulations for Physicians, Rules and Regulations for Physician's Assistants, Principles of Medical Ethics)

Medical Practice Act (Free)

(Includes Medical Practice Act, Maine Health Security Act, Rules and Regulations for Physicians, Rules and Regulations for Physician's Assistants)

Rules & Regulations for Physician's Assistants (Free)

(Includes Sections 3270-A, B, C, of the Medical Practice Act relating to Physician's Assistants and Rules and Regulations)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF REGISTRATION IN MEDICINE	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
RESOURCES						
Bal Brt Fwd—Unencumbered	92,384		92,384			
Bal Brt Fwd— Encumbered	4,836		4,836			
Licenses/Permits/Fees/Tax	114,152		114,152			
Fees Charged For Services	26,648		26,648			
Adjustment of Balance Fwd	3,983		3,983			
Transfers—Non-Federal $	−34,226		−34,226			
TOTAL RESOURCES	207,777		207,777			
EXPENDITURES						
Salaries and Wages	52,787		52,787			
State Share of Retirement	5,360		5,360			
Prof Service, Not By State	45,770		45,770			
Other Prof. Serv., By State	6,497		6,497			
Travel Expenses, In-State	1,520		1,520			
Travel Expense, Out-State	1,050		1,050			
Utilities	1,865		1,865			
Rents	5,756		5,756			
Repairs	156		156			
Insurance	1,572		1,572			
General Operating Expense	10,610		10,610			
Other Supplies	981		981			
Grants to Pub. & Priv. Orgs.	10,000		10,000			
Trans to Gen-Fund Sta-Cap	1,392		1,392			
TOTAL EXPENDITURES	145,316		145,316			

STATE BOARD OF NURSING

BARBARA E. ROACH, R.N., PRESIDENT
MARION M. KLAPPMEIER, R.N., Executive Director

Central Office: *Telephone:* 289-2921
Location: 295 Water St., Augusta
Mail Address: 295 Water St., Augusta, Maine 04330

Established: 1915 *Sunset Termination Scheduled to Start by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 10; *Unit:* 380; *Unit Citation:* 32 M.R.S.A., Sect. 2151

Average Count—All Positions: 6 *Permanent Legislative Count:* 8

PURPOSE: The State Board of Nursing was established to protect the public through regulation of the practice of nursing in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board, by law, are to license, by examination or endorsement, all applicants qualified to practice as registered professional nurses or as licensed practical nurses; to renew annually the licenses of all qualified registered nurses and practical nurses; to investigate complaints of unsafe nursing practice or any violation of laws relating to nursing; and determine, in collaboration with the Attorney General, if the case should be presented for a formal hearing by the Administrative Court; to adopt rules and regulations governing licensure of nurses and other matters within its jurisdiction; to prescribe curricula and establish standards for educational programs preparing persons for licensure as registered professional nurses or as licensed practical nurses; to accredit such nursing educational programs in the State as meet the requirements of law and the standards established by the Board; to survey all such nursing educational programs as deemed necessary to determine that the requirements of the law and Board standards are being maintained; to deny or withdraw accreditation from such nursing educational programs for failure to meet requirements; to approve educational programs that prepare registered professional nurses to perform services in the diagnosis of illness or prescription of therapeutic or corrective measures when such services are delegated by a licensed physician; and to approve programs of training and instruction that prepare unlicensed personnel to perform selected nursing services when such services are delegated by a registered professional nurse.

ORGANIZATION: The State Board of Nursing was originally created as the Board of Examination and Registration of Nurses in 1915 and received its present name in 1959. From 1947 until 1961, the Board's office was located in Lewiston. In 1961, the office was moved to Portland, and in 1973, it was relocated to Augusta.

The Board consists of seven members: five registered professional nurses, one licensed practical nurse, and one representative of the public. All members are appointed by the Governor for terms of five years. The Board annually elects from its membership a president and a secretary-treasurer. Also, the Board appoints and employs an executive director, assistant executive director, and other qualified persons, not members of the Board.

PROGRAM: During FY 79, the Board met in eight regular or special sessions, for a total of ten days. In addition, Board members participated in committee meetings; served as proctors for licensing examinations; attended Legislative Committee hearings relevant to the Board; served as visitors on site visits to educational programs in nursing; and represented the Board in conferences or meetings with individuals or groups on matters pertinent to Board business.

Licensure of Nurses. A major responsibility of the Board of Nursing is the licensure of practitioners of nursing. The law provides that licensure as a registered professional nurse or as a licensed practical nurse in this State may be obtained by examination or by endorsement of a license legally issued by the licensing authority of another state or country. Every license must be renewed annually, if the licensee is practicing nursing in Maine. During 1978-79, the examination for registered nurse licensure was administered on July 11-12, 1978 and February 6-7, 1979 and the examination for practical nurse licensure on October 19, 1978 and April 10, 1979. Both the registered nurse examination and the practical nurse examination are now given on the exact same dates in all states and jurisdictions of the U.S. that participate in the State Board Test Pool (54). The use of national testing dates has done much to reduce the security problems previously associated with the administration of the examination in several states.

EXAMINATION FOR REGISTERED NURSE LICENSURE
July 1, 1978—June 30, 1979

	First Time Writers*	Pass	Fail	Repeat Writers	Pass	Fail
Candidates from Schools in:						
Maine	339	299	40	59	42	17
Other States	50	46	4	8	8	0
Other Countries	41	7	34	24	6	18
Total	430	352	78	91	56	35

*88.2% of first time writers from Maine schools of nursing were successful.

EXAMINATION FOR PRACTICAL NURSE LICENSURE
July 1, 1978—June 30, 1979

	First Time Writers*	Pass	Fail	Repeat Writers	Pass	Fail
Candidates from Schools in:						
Maine	188	188	0	2	1	1
Other States	16	16	0	0	0	0
Other Countries	1	1	0	6	3	3
Candidates on basis of:						
Equivalent Preparation	85	78	7	9	4	5
Armed Serv. Med. Train.	10	9	1	1	0	1
Total	300	292	8	18	8	10

*100% of first time writers from Maine practical nursing programs were successful.

NURSES LICENSED BY ENDORSEMENT
July 1, 1978—June 30, 1979

Registered Nurses		Licensed Practical Nurses	
From Other States	541	From Other States	149
From Other Countries:		From Other Countries:	
with examination	8	with examination	2
without examination	21	without examination	1
Total	570	Total	152

REGISTERED AND PRACTICAL NURSES LICENSED IN MAINE
July 1, 1978—June 30, 1979

	Registered Nurses	Practical Nurses
Licensed by:		
Examination	395	297
Endorsement	570	152
Renewal	9,303	3,393
Reinstatement	405	188
Total	10,673	4,030

Nursing Education. A second major responsibility of the Board of Nursing is accreditation of all basic educational programs in nursing that prepare persons for licensure in Maine, either as registered professional nurses or as licensed practical nurses. Each educational program is visited on the average of once every three to four years. The criteria for approval are contained in the *Standards for Educational Programs in Nursing.*

During FY 79, site visits were made to four basic educational programs in nursing: Eastern Maine Medical Center School of Nursing, SMVTI Department of Practical Nursing, St. Joseph Hospital School of Nursing, and NMVTI Department of Practical Nursing. Based on self-evaluation reports submitted by the schools and on the reports of the site visitors, the Board granted continuing accreditation to each of the four programs. Presently Maine has fourteen Board-accredited educational programs in nursing; nine to prepare registered professional nurses and five to prepare practical nurses. The name and location of these programs follow.

Educational programs in professional nursing are of three types. One is the hospital-based diploma program, which includes Eastern Maine Medical Center School of Nursing, Bangor; Mercy Hospital School of Nursing, Portland; St. Joseph Hospital School of Nursing, Bangor; and St. Mary's General Hospital School of Nursing, Lewiston. A second type is the associate degree nursing program, which includes the Central Maine Medical Center School of Nursing, Lewiston; the University of Maine at Augusta; and the Westbrook College Department of Nursing Education, Portland. A third type is the baccalaureate degree nursing program, which includes St. Joseph's College Department of Nursing, North Windham; and the University of Maine School of Nursing, Portland.

Educational programs in practical nursing are offered at CMVTI, EMVTI, NMVTI, SMVTI and the Maine School of Practical Nursing, Waterville.

Summary of Board Action. A brief summary of Board action in FY 79 follows:

—reviewed and accepted for filing the quarterly financial reports and the annual financial statement.

—received reports on renewals and reinstatements of R.N. and L.P.N. licenses during the year.

—agreed to continue to cooperate with the Bureau of Health, which is the State contractor for the National Center for Health Statistics, and included Health Manpower Data Form with renewal applications.

—approved applications for admission to the licensing examinations for registered nurse licensure and for practical nurse licensure.

—reviewed and approved faculty biographical data for new faculty members, as submitted by schools of nursing.

—approved seventeen out-of-state programs for the expanded role of the registered professional nurse. Approval of such programs is necessary for a registered nurse to function as a nurse associate or nurse practitioner in the State of Maine.

—approved six programs or courses to prepare unlicensed assistants to nurses to perform special nursing services upon delegation by a registered professional nurse.

—voted to continue to contract for use of the State Board Test Pool Examinations.

—devoted four days to reviewing drafts of test items for future licensing examinations.

—appointed delegates and alternate delegates to the National Council of State Boards of Nursing, Inc.

—reviewed and initiated action, when necessary, on fourteen complaints of possible unsafe or illegal nursing practice.

—approved proposal for modification in curriculum of UMA to further expand nursing program to Presque Isle.

—appointed Board committees for FY 79.

—reviewed results of all licensing examinations and statistical reports on each series or form.

—considered the possible need for a change in the policy relating to equivalent preparation as a basis for admission to the examination for practical nurses. Agreed to seek input from directors of schools of nursing before making any change in policy.

—was represented at the annual meeting of the North-East Council of State Boards of Nursing held in R.I.

—responded to several requests relating to questions on the scope or nature of nursing practice.

—approved a proposal submitted by University of Southern Maine School of Nursing of intent to extend its baccalaureate nursing program.

LICENSES, PERMITS, ETC.:

License:
- Registered Professional Nurse
- Licensed Practical Nurse
- Temporary Authorization to Practice (Pending License Examination Results)

PUBLICATIONS: (all free)
- Law Regulating the Practice of Nursing
- Rules and Regulations of the Maine State Board of Nursing
- Standards for Educational Programs in Nursing
- Standards for Nurse Associate Programs

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF NURSING	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	249,719		249,719			
Bal Brt Fwd— Encumbered	320		320			
Licenses/Permits/Fees/Tax	189,658		189,658			
Fees Charged For Services	546		546			
Adjustment of Balance Fwd	35		35			
TOTAL RESOURCES	440,278		440,278			
EXPENDITURES						
Salaries and Wages	72,713		72,713			
State Share of Retirement	8,302		8,302			
Computer Service, By State	2,263		2,263			
Other Prof. Serv., By State	35		35			
Travel Expenses, In-State	2,154		2,154			
Travel Expense, Out-State	1,904		1,904			
Utilities	2,136		2,136			
Rents	7,785		7,785			
Repairs	697		697			
Insurance	2,259		2,259			
General Operating Expense	6,596		6,596			
Other Supplies	17,390		17,390			
Equipment Purchases	242		242			
Trans. to Gen. Fund Sta-Cap	1,740		1,740			
TOTAL EXPENDITURES	126,216		126,216			

STATE BOARD OF OPTOMETRY

GEORGE S. BOURNAKEL, O.D., PRESIDENT
NORMAN K. VARNUM, O.D., Sec.-Treas.

Central Office: *Telephone:* 762-2291
Location: 79 Hardy Street, Presque Isle
Mail Address: 79 Hardy Street, Presque Isle, Maine 04769

Established: 1909 *Sunset Termination Scheduled to Start by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 10; *Unit:* 382; *Unit Citation:* 32 M.R.S.A., Sect. 2415

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The State Board of Optometry was established to protect the public through regulation of the practice of optometry in the State of Maine so as to maintain high professional standards. The primary responsibilities of the Board are to examine, certify and register qualified applicants to practice the profession of optometry and to hold the title of Registered Optometrist in the State of Maine, upon payment of specified fees; to renew all certificates of license annually upon payment of a specified fee and presentation of evidence that the applicant has attended an educational program arranged by the Board in the preceeding year; to revoke, refuse or suspend any certificate for violation of the laws relating to optometry; to investigate all complaints and cases of non-compliance with optometrist laws, rules and regulations, conduct hearings and bring all such cases to the notice of the proper prosecuting officer; and to enforce standards established by law and make such other reasonable rules and regulations, consistent with the law, as the Board deems necessary.

ORGANIZATION: The State Board of Optometry was established in 1909 as the State Board of Registration and Examination in Optometry and received its present name in October, 1973. The Board consists of six members appointed by the Governor, for terms of five years. Five of the members must be resident optometrists engaged in actual practice for a period of at least five years prior to their appointment, and one member must be a consumer member having no pecuniary interest in optometry or optical products. The Board annually elects from its members a president and a secretary-treasurer.

PROGRAM: The Board of Optometry held two meetings during FY 79 on 12/2/78 and 6/1/79. On June 2 and 3, 1979, optometry examinations were administered to 21 candidates, 21 of whom passed successfully. The 21 candidates were registered and licenses were issued to them. Also, the Board issued 161 active, 50 nonactive and 19 auxiliary office licenses. One nonactive and three active licenses were revoked for default of payment of license renewal fees, death, or retirement.

LICENSES, PERMITS, ETC.:
License:
Optometrist
Diagnostic Drug License

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF OPTOMETRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	12,669		12,669			
Licenses/Permits/Fees/Tax	5,800		5,800			
Fees Charged For Services	2,025		2,025			
TOTAL RESOURCES	20,494		20,494			
EXPENDITURES						
Salaries and Wages	665		665			
Prof Service, Not By State	777		777			
Travel Expenses, In-State	859		859			
Utilities	178		178			
Rents	20		20			
General Operating Expense	477		477			
Other Supplies	194		194			
Trans to Gen-Fund Sta-Cap	384		384			
TOTAL EXPENDITURES	3,554		3,554			

BOARD OF OSTEOPATHIC EXAMINATION AND REGISTRATION

ALBERT E. PIERCE, D.O., CHAIRMAN
STANLEY H. ROWE, D.O., Secretary/Treasurer

Central Office: *Telephone:* 774-5522
Location: 408 Brighton Ave., Portland
Mail Address: 408 Brighton Ave., Portland, Maine 04102

Established: 1919 *Sunset Termination Scheduled to Start by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 10; *Unit:* 383; *Unit Citation:* 32 M.R.S.A., Sect. 2561

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Board of Osteopathic Examination and Registration was established to protect the public through regulation of the practice of osteopathic medicine by maintaining high professional standards. Its primary responsibilities are to examine, certify and register qualified applicants for a certificate to practice osteopathic medicine in Maine. Upon payment of specified fees, the Board can issue, renew, withhold, suspend or revoke all licenses. Furthermore the Board can investigate and conduct hearings relative to complaints and allegations of noncompliance with or violation of the laws relating to osteopathic physicians; and also can make such rules and regulations and a code of ethics, consistent with the law, as it may deem necessary. At its annual meeting in every even year, the Board prepares and distributes these rules and regulations, and code of ethics to each licensed osteopathic physician practicing in Maine.

ORGANIZATION: The Board of Osteopathic Examination and Registration, when it was established in 1919, consisted of five members appointed by the Governor with the advice and consent of the Council, for terms of five years. In 1976, the Legislature increased the Board to six members, all to be appointed by the Governor, five of which must be graduates of a legally chartered college of osteopathic medicine and must, at the time of appointment, have been actively engaged in professional practice in Maine for at least five years. The Board meets annually in June of each year. A chairman, a secretary, and a treasurer are all chosen by, and from the members of the Board.

PROGRAM: Revision of the statutes relating to the Board of Osteopathic Examination and Registration in 1973 specified an increase in the registration fee from four to twenty dollars per year, increasing the income of the Board. The revised statutes also specified one annual meeting instead of two meetings as required previously, with special meetings authorized as called by the chairman of the Board.

Continuing medical education requirements were increased from ten hours to fifty hours annually. The secretary's salary was increased to cope with the additional work required in reregistering applicants. Individual files have been established for each physician as an aid in processing and documenting hours as submitted by applicants. Most professional societies and teaching institutions submit lists of courses attended with the hours of credit allowed. Each file is credited according to the report given. All physicians in Maine have received a listing of acceptable courses of study which are on the lists. Occasionally, the Board has to pass judgement on proposed courses of study which are not tabulated on the acceptable listing. The Board insists that at least forty percent of the courses attended for credit must be osteopathic or that the program provides a majority of osteopathic speakers; the remaining hours may be either osteopathic or medical. All practicing osteopathic physicians in the State of Maine must annually document all attendance at meetings acceptable to the Board. This provides the public with assurance that osteopathic physicians keep current with advances in osteopathic medicine as well as medicine at large.

LICENSES, PERMITS, ETC.:

License:

To Practice, including Physician's Assistants

Certificate:

Of Renewal, including Physician's Assistants

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF OSTEOPATHIC EXAMINATION & REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	7,464		7,464			
Fees Charged For Services	7,350		7,350			
TOTAL RESOURCES	14,814		14,814			
EXPENDITURES						
Salaries and Wages	450		450			
Prof Service, Not By State	6,436		6,436			
Other Prof Serv, By State	630		630			
Travel Expenses, In-State	206		206			
General Operating Expense	43		43			
Trans. to Gen.-Fund Sta-Cap	559		559			
TOTAL EXPENDITURES	8,324		8,324			

BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY

RICHARD E. CANNON, PRESIDENT
RICHARD O. CAMPBELL, Secretary

Central Office: *Telephone:* 783-9769
Location: 1 Northwood Road, Lewiston, Maine
Mail Address: 1 Northwood Road, Lewiston, Maine 04240

Established: 1877 *Sunset Termination Scheduled to Start by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 10; *Unit:* 392; *Unit Citation:* 32 M.R.S.A., Sect. 2851

Average Count—All Positions: 1.5 *Permanent Legislative Count:* 0

PURPOSE: The Board of Commissioners of the Profession of Pharmacy was established to protect consumers of pharmaceutical services in the State of Maine and to insure high standards of professional practice in pharmacy. The Board is authorized to process applications, examine and license pharmacies and pharmacists in the State of Maine qualified to use the title Registered Pharmacist or Qualified Assistant Pharmacist; to make rules and regulations, consistent with the law, as may be necessary for the regulation and practice of the profession of pharmacy; to regulate the sale of poisons and to adopt schedules of poisons of which a written record must be kept by the retailer; to regulate and control the sale, character and standards of all drugs, poisons or medicines and to inspect during business hours all apothecaries, dispensaries, stores or places where they are manufactured, stored, distributed, compounded, dispersed or retailed; to secure samples of drugs and cause them to be analyzed; to prevent the sale of such drugs, poisons or medicines as do not conform to the laws of the State; to keep a record of the names of all persons examined and registered. The Board also prosecutes all complaints against any person registered as an apothecary, received in writing and signed, for the violations of any of the requirements of the law to be performed by a registered apothecary and suspends or revokes the store license if found guilty of a violation after hearing.

ORGANIZATION: The Board of Commissioners of the Profession of Pharmacy was established in 1877 as the Commission of Pharmacy and received its present name in 1957. The Board consists of six members, including five pharmacists appointed by the Governor, for terms of five years, and one consumer representative who serves for a term of three years, appointed as above. A president and a secretary are elected annually by the Board from its membership.

PROGRAM: During FY 79, the Board of Commissioners of the Profession of Pharmacy licensed 892 pharmacists (901 the previous year), 34 qualified assistants (decrease of 7 from last year), and issued 256 pharmacy licenses (as compared to 247 last year). Reciprocity was granted to 15 pharmacists this year in comparison with 25 last year. Of the 23 taking the examination in January, 17 successfully passed the NABPLEX. Of the 30 taking the examination 30 passed, in the spring.

The Board held eleven meetings during the year, necessitated by the ever increasing work load and demands. The Board meets the first Tuesday of every other month at 2 P.M., at the Knox Room, Augusta Civic Center, Augusta, Maine as well as at other times as required. This started in February as the monthly meeting schedule. During the year, the Board sent two notices to all registered pharmacies in the State of Maine. This covered the Drug Enforcement Administration (DEA) transfer of pentazocine to Schedule IV with a reminder on the position required for the PRICE POSTING LISTS, as well as information as to dispensing medication without an NDA or ANDA number.

The laws pertaining to pharmacy, as revised in 1977, are available upon request at no charge as well as being placed in all registered pharmacies. The price posting list of the 100 most frequently prescribed medications in the State of Maine during the previous year was revised and supplied to all pharmacies in the State as directed by law.

Mandatory continuing education is in the fourth year, requiring some 15 hours of Continuing Education (C.E.) credits for re-registration.

LICENSES, PERMITS, ETC.:

License:
- Pharmacy
- Pharmacist
- Assistant Pharmacist
- Wholesaler

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF COMMISSIONERS OF THE PROFESSION OF PHARMACY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	10,774		10,774			
Fees Charged For Services	59,392		59,392			
TOTAL RESOURCES	70,166		70,166			
EXPENDITURES						
Salaries and Wages	23,958		23,958			
State Share of Retirement	1,811		1,811			
Prof Service, Not By State	228		228			
Other Prof Serv, By State	25		25			
Travel Expenses, In-State	10,325		10,325			
Utilities	1,426		1,426			
Rents	441		441			
Insurance	378		378			
General Operating Expense	4,039		4,039			
Other Supplies	342		342			
Trans to Gen-Fund Sta-Cap	1,285		1,285			
TOTAL EXPENDITURES	44,258		44,258			

EXAMINERS OF PODIATRISTS

ALAN M. ELKINS, M.D., CHAIRMAN
GEORGE E. SULLIVAN, M.D., Secretary

Central Office: *Telephone:* 873-2184
Location: 100 College Avenue, Waterville
Mail Address: 100 College Avenue, Waterville, Maine 04901

Established: 1933 *Sunset Termination Scheduled to Start by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 10; *Unit:* 396; *Unit Citation:* 32 M.R.S.A., Sect. 3601

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Examiners of Podiatrists were established to protect the public through regulation of the practice of podiatry in the State of Maine so as to maintain high professional standards. The Examiners are authorized to conduct examinations of candidates for licensure to practice podiatry; to verify credentials of applicants; to maintain a roster of licensed podiatrists; to establish standards of practice; to conduct hearings and investigations upon receipt of complaints pertaining to podiatry; to file complaints in the Administrative Court for suspension or revocation of a License to Practice Podiatry.

ORGANIZATION: The Examiners of Podiatrists, established in 1933, are affiliated with the Board of Registration in Medicine through membership and officers. The Examiners include two members of the Board of Registration in Medicine, two podiatrists and a representative of the public appointed by the Governor, for terms of four years. The chairman and the secretary-treasurer of the Board of Registration in Medicine also serve as chairman and secretary-treasurer of the Examiners.

PROGRAM: As required by statute, the Examiners held three meetings during FY 79. Five applicants for licensure were interviewed and orally examined; all five were granted licensure.

On June 30, at the close of the licensure renewal period, Board records showed a total of 46 podiatrists licensed by this Board: 25 are Maine residents; 21 practice out-of-state.

Following investigation by the Dept. of the Attorney General and hearing by the Administrative Court, the license of one podiatrist was revoked and the defendant podiatrist was barred from submitting an application for reissuance of his license for a period of three years.

The Board received one other complaint which was referred to the Dept. of the Attorney General for investigation.

Notice of rule making having been published in two Maine newspapers, the rules and regulations governing the practice of Podiatry were adopted by the Board on April 3, 1979. They were accepted for filing by the Secretary of State and became effective on April 26.

Legislation proposed by the Board and the Maine Podiatric Association was enacted deleting anachronisms from the Podiatric Practice Act and providing for the election of the chairman of the Board.

Litigation expenditures have all but depleted the Board's funds but with services being provided on a voluntary basis, the Board will remain operational.

LICENSES, PERMITS, ETC.:

License:

License to Practice Podiatric Medicine and Surgery

PUBLICATIONS: Roster of licensed Podiatrists (free)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

EXAMINERS OF PODIATRISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	4,431		4,431			
Licenses/Permits/Fees/Tax	400		400			
Fees Charged For Services	975		975			
TOTAL RESOURCES	5,806		5,806			
EXPENDITURES						
Salaries and Wages	175		175			
Prof Service, Not By State	1,607		1,607			
Other Prof Serv, By State	610		610			
Travel Expenses, In-State	56		56			
Utilities	14		14			
General Operating Expense	2,436		2,436			
Trans to Gen-Fund Sta-Cap	−466		−466			
TOTAL EXPENDITURES	4,432		4,432			

DEPARTMENT OF INDIAN AFFAIRS

CHARLES W. RHYNARD, COMMISSIONER

Central Office: *Telephone:* 289-2831
Location: State Office Bldg., Augusta *Floor:* 6
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1965 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 11; *Unit:* 165; *Unit Citation:* 22 M.R.S.A., Sect. 4702

Average Count—All Positions: 12 *Permanent Legislative Count:* 12

Organizational Units:
LEAA (Indian Police)
Minor Repair Program
Off-Reservation Office
Land Management Unit
Maine Indian Housing Authorities
Alcohol Services Program (Wabanaki)

PURPOSE: The Department of Indian Affairs was established to assist in developing and administering programs aimed at social, health and economic betterment for the Indian tribes in Maine. The 108th Legislature promulgated legislation which made it necessary for this Department to establish standards of eligibility based upon need and to define the amount and kind of assistance to be furnished to eligible persons. The Department is authorized to exercise general supervision over the Indian tribes in Maine; to administer welfare, health planning and research, and maintain fiscal and general records; to oversee tribal elections, and collect tribal census data from tribal clerks; and to provide financial and technical assistance to the Indian Housing Authorities; and to serve as advocate for the Maine tribes.

ORGANIZATION: The Department of Indian Affairs originated in the appointment of Agents for the Penobscot and Passamaquoddy Indians in 1821 by the Governor. The agents were responsible for the care and management of property for the use and benefit of the Indians. In 1929, responsibility for supervision of the Indian tribes was transferred to the Office of the Forest Commissioner, and in 1933, again transferred to the Department of Health and Welfare. The law which had created the agents for Penobscot and Passamaquoddy Indians was repealed in 1953, and a new Division of Indian Affairs was created within the Department of Health and Welfare. All duties and powers given the Commissioner of Health and Welfare relating to Indians, except education and care for destitute Indians not belonging to a tribe or reservation, were transferred in 1965 to the Department of Indian Affairs, created to exercise general supervision over the Indian tribes.

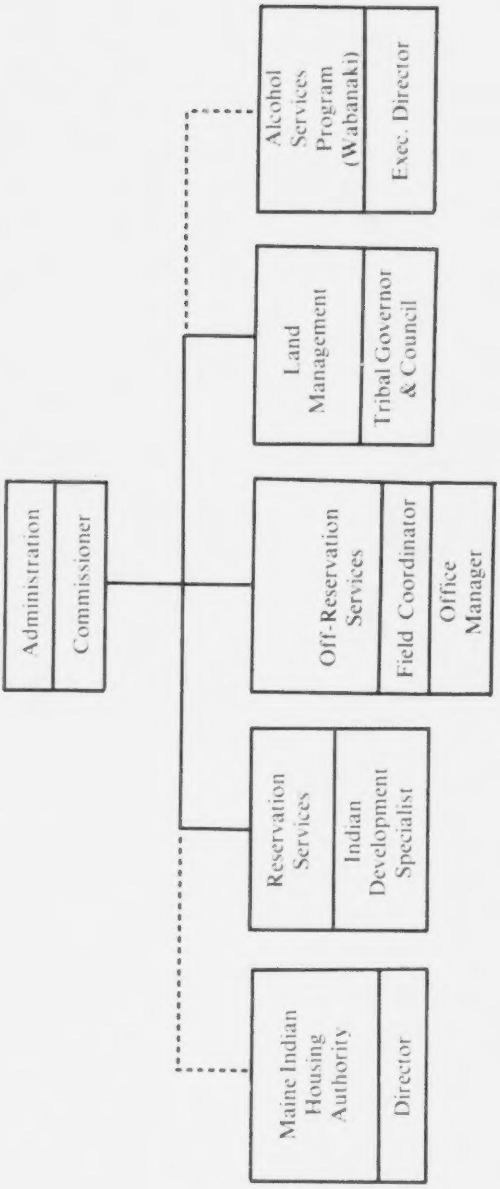
PROGRAM: The Department of Indian Affairs in the past year continued to stress to Maine's three Indian communities the need to start taking some of the responsibilities for running their own programs. The Department has provided assistance in the development and administration of the following programs:

On-Reservation Services. The major portion of the Department's resources are directed toward services for residents of the three state reservations. These services include general assistance for individuals as well as assistance with overall tribal wide services: e.g. water, sewage, and law enforcement.

Off-Reservation Office. This Office has been utilizing all resources available on the State and county levels for the benefit of Indians. The Office has made progress in obtaining decent housing for the migrant workers in Aroostook County, and has assisted the Association of Aroostook Indians in getting federal funds for an alcoholism program and CETA program through State agencies. Similar cooperation is developing with the Central Maine Indian Association. A field coordinator travels extensively throughout Maine to assist and encourage Indian people who do not live on a reservation.

Alcohol Services. The Department was instrumental in creating the Wabanaki Corporation to deal in alcoholism services for the Indian communities. The Wabanaki Corporation has an office at 93 Main Street in Orono, providing counciling to the reservation and non-reservation Indian communities.

ORGANIZATION CHART
DEPARTMENT OF INDIAN AFFAIRS


Administration
Commissioner
Maine Indian Housing Authority
Director
Reservation Services
Indian Development Specialist
Off-Reservation Services
Field Coordinator
Office Manager
Land Management
Tribal Governor & Council
Alcohol Services Program (Wabanaki)
Exec. Director

CONSOLIDATED FINANCIAL CHART FOR FY 79
DEPARTMENT OF INDIAN AFFAIRS

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	167		167			
Legislative Approp/Alloc	721,584	721,584				
Transfers—Non-Federal $	33,163	33,163				
TOTAL RESOURCES	754,914	754,747	167			
EXPENDITURES						
Salaries and Wages	97,807	97,807				
State Share of Retirement	8,846	8,846				
Prof Service, Not By State	55,097	55,097				
Other Prof. Serv., By State	1,923	1,923				
Travel Expenses, In-State	17,894	17,894				
Travel Expense, Out-State	1,731	1,731				
Utilities	39,675	39,675				
Rents	3,864	3,864				
Repairs	33,400	33,400				
Insurance	2,295	2,295				
General Operating Expense	7,500	7,500				
Other Supplies	3,299	3,299				
Grants to Pub. & Priv. Orgs.	21,400	21,400				
Public Assistance Grants	446,251	446,197	54			
Pensions	470	470				
TOTAL EXPENDITURES	741,452	741,398	54			

PUBLICATIONS:

1. A Brief History of Indian Legislative Representatives in the Maine Legislature.
2. Maine Indians: A Brief Summary.
3. Off-Reservation Indian Survey Me. P-74.
4. The Micmac Indians.
5. Ramblings in Wabanakia and Wabanakiana.
6. A Brief History of the Passamaquoddy Indians.
7. Non-Federal Status of Eastern Indians, with Particular Reference to Maine.
8. Passamaquoddy Economic Development in Cultural and Historical Perspective.
9. Louis Francis Sockalexis: The Life Story of a Penobscot Indian.
10. A Compilation of Laws Pertaining to Indians.

FINANCES, FISCAL YEAR 1979: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF MENTAL HEALTH AND CORRECTIONS

GEORGE A. ZITNAY, COMMISSIONER
RONALD MARTEL, Associate Commissioner, Administration

Central Office: *Telephone:* 289-3161
Location: State Office Bldg., Augusta *Floor:* 4
Mail Address: State Office Building, Augusta, Maine 04333

Established: 1939 *Sunset Review Required by:* June 30, 1986

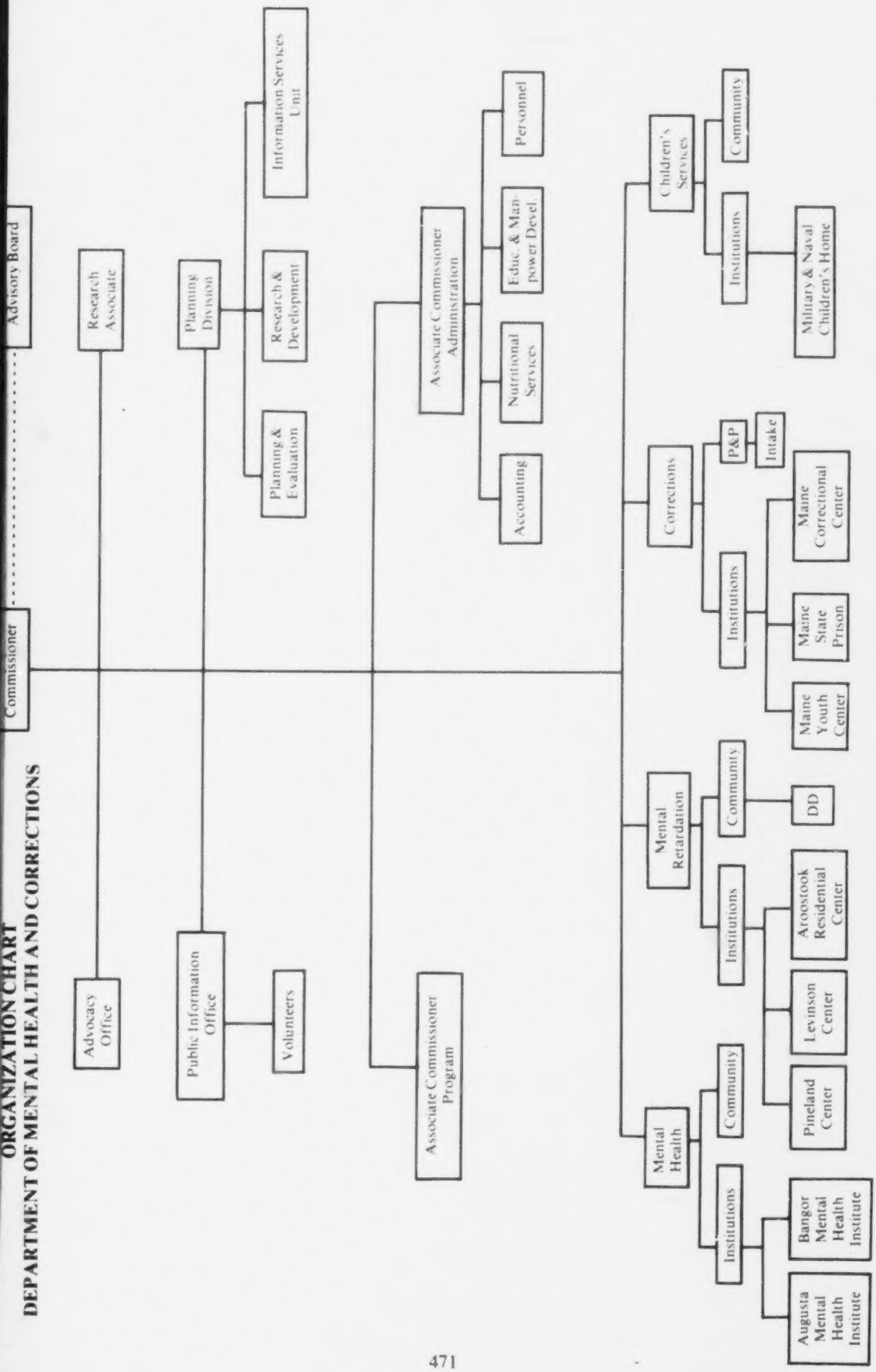
Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 14; *Unit:* 191; *Unit Citation:* 34 M.R.S.A., Sect. 1

Average Count—All Positions: 2,620 *Permanent Legislative Count:* 2,637.5

Organizational Units:
Bureau of Mental Health
Committee on Mental Health
Bangor Mental Health Institute
Augusta Mental Health Institute
Bureau of Mental Retardation
Bureau of Corrections
State Parole Board
Planning and Advisory Council on Developmental Disabilities Services
Maine Committee on Problems of the Mentally Retarded
  Interstate Compact on Mental Health
Uniform Act for Out-of-State Parolee Supervision
  Interstate Compact on Detainers

PURPOSE: The Department of Mental Health and Corrections was established to enhance the qualify of life for the mentally handicapped, the developmentally disabled and the public offender by helping them to meet their needs for personal, social, educational, vocational and economic development, and to enable them to function at maximum levels of potential and maintain their dignity as human beings and citizens in a free society; and to profit from the variety of options open to all citizens of the State of Maine. The primary responsibilities of the Department are to develop, operate and provide a broad spectrum of facilities, programs, direct services and advocacy services for persons committed to its jurisdiction. The Department also exercises general supervision, management and control of research and planning, grounds, buildings and property, officers and employees, and patients and inmates of the State institutions within its jurisdiction. Furthermore it performs such acts relating to the care, custody, treatment, relief and improvement of the inmates of the institutions as are not contrary to the law, and enforces all laws concerning the institutions.

ORGANIZATION CHART
DEPARTMENT OF MENTAL HEALTH AND CORRECTIONS


Commissioner
Advisory Board
Advocacy Office
Research Associate
Public Information Office
Volunteers
Planning Division
Planning & Evaluation
Research & Development
Information Services Unit
Associate Commissioner Program
Associate Commissioner Administration
Accounting
Nutritional Services
Educ. & Manpower Devel.
Personnel
Mental Health
Institutions
Augusta Mental Health Institute
Bangor Mental Health Institute
Community
Mental Retardation
Institutions
Pineland Center
Levinson Center
Aroostook Residential Center
Community
DD
Corrections
Institutions
Maine Youth Center
Maine State Prison
Maine Correctional Center
P&P
Intake
Children's Services
Institutions
Military & Naval Children's Home
Community

CONSOLIDATED FINANCIAL CHART FOR FY 79
DEPARTMENT OF MENTAL HEALTH AND CORRECTIONS

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	5,780,458	1,512,215	3,940,403		—100,455	428,295
Bal Brt Fwd— Encumbered	1,093,899	537,235	257,810		283,791	15,063
Interest/Investment/Rents	1,814					1,814
Revenue From Federal Govt	789,586		122,114		667,472	
Revenue—Private Sources	2,188		2,188			
Fees Charged For Services	2,960,225		2,770,462			189,763
Recipts From Other Funds	56,953		47,342			9,611
Legislative Approp/Alloc	41,915,215	41,915,215				
Adjustment of Balance Fwd	—88,647	—21,130	—309,063		241,546	
Transfers—Non-Federal $	4,046,421	4,141,831	260		3,998	—99,668
Transfers—Federal $	844,733		—23		844,756	
TOTAL RESOURCES	57,402,845	48,085,366	6,831,493		1,941,108	544,878
EXPENDITURES						
Salaries and Wages	30,073,035	28,232,205	1,050,557		718,444	71,829
State Share of Retirement	3,746,209	3,527,470	124,311		85,906	8,522
Prof Service, Not By State	1,924,641	1,160,651	526,113		231,070	6,807
Computer Service, By State	102,535	38,398	20,998		43,139	
Other Prof. Serv., By State	1,448	1,383	20			45
Travel Expenses, In-State	327,319	183,131	126,146		17,937	105
Travel Expense, Out-State	38,896	25,674	4,056		9,051	115
Operation—State Vehicles	195,497	189,475	3,515		320	2,187
Utilities	977,228	911,260	60,496		3,813	1,659
Rents	137,298	96,078	40,087		1,115	18
Repairs	530,563	450,405	73,793		587	5,778
Insurance	927,967	867,299	35,017		21,663	3,988
General Operating Expense	311,892	230,675	66,879		13,596	742
Food	1,507,090	1,499,607	7,437		46	
Fuel	1,291,363	1,291,363				
Other Supplies	1,221,742	1,088,957	103,335		12,822	16,628
Depreciation	13,426					13,426
Highway Materials	158		158			
Grants to Pub & Priv Orgs	6,232,587	4,236,799	1,806,960		188,828	
Unemployment Comp. Benefit	2,691		2,691			
Public Assistance Grants	135,110	118,353	10,298		6,459	
Misc Grants to Individual	53,374	886	52,488			
Pensions	351,759	351,610	62		87	
Buildings & Improvements	1,207,054	594,232	587,801		2,153	22,868
Equipment Purchases	305,950	174,672	85,916		24,333	21,029
Structures & Improvements	46,971	43,142	3,829			
Equipment Construction	25					25
Chgs to Asset/Liab Accts	107					107
Transfer to General Fund	172,649		8,568		164,081	
Trans Bond Fund	—19					—19
Trans. to Gen.-Fund Sta-Cap	69,235	—370	43,732		24,059	1,814
TOTAL EXPENDITURES	51,905,800	45,313,355	4,845,263		1,569,509	177,673

ORGANIZATION: The Department of Mental Health and Corrections, so named in 1957, was established in 1939 as the Department of Institutional Service. The 1939 legislation transferred the State's mental health, penal and correctional institutions from the jurisdiction of the Department of Health and Welfare. These institutions are under the general administrative supervision of three statutorily-based bureaus within the Department: Bureau of Mental Health, created in 1959; Bureau of Mental Retardation, created in 1967; and Bureau of Corrections, created in 1969. The State Parole Board was placed within the Department in 1959, and a statutory Division of Probation and Parole was added in 1967. A Division of Administrative Services was created by executive action in 1974. A Juvenile Intake Program was authorized with the passage of the Juvenile Code in 1978.

Advisory Committees to each Bureau were appointed to supplement the Boards of Visitors previously active at the Institutions. These Institutions, established as early as 1823 and, in most instances, administered by Trustees before being placed within a State department, include: Augusta Mental Health Institute, Bangor Mental Health Institute, State Military and Naval Children's Home, Pineland Center, Elizabeth Levinson Center, Aroostook Residential Center, Maine State Prison, Maine Correctional Center, and Maine Youth Center. In 1976, the Legislature abolished Stevens School/Women's Correctional Center accepting and approving a Correctional Reorganizational Plan reallocating those resources toward other pressing needs, namely, Probation & Parole, Pre-Release, and the Maine State Prison.

PROGRAM: The Department's program has several aspects:

Planning. The primary goal of the central Planning Division in FY '79 was to increase the Department's long-term ability to improve the quality and coordination of services provided by the Bureaus of Corrections, Mental Health, Mental Retardation and the Office of Children's Services. Functional areas for the Planning Division included plans development, evaluation, contracts and grants development, and research and information services. Major projects included several of Department-wide impact while others addressed specific Bureau issues.

Departmental projects included coordination of the DMH&C legislative program, a review of admissions policies and procedures and planning for multi-problem clients, contribution to several Inter-Departmental Committee projects, coordination of Administrative Procedures Act and federal funding plan activities and staff assistance to various advisory groups.

Plans developed during FY '79 include a state mental health plan, revision of the adult corrections plan, a juvenile delinquency prevention and rehabilitation plan, an evaluation of the juvenile code and a community support systems action plan.

Contract and grant development activity resulted in designation of Maine as a participating state in HUD's demonstration program for housing for the chronic mentally ill, several juvenile employment programs, renewal of a CSS contract, court intake purchase of services, ACA standards project for state institutions, family conference resources and several others.

The information services unit was fully staffed with 3 positions for the first time in FY '79. The unit assumed responsibility for coordination of six automated data systems—the budget control system, the capital assets accounting system, the new corrections management information system, the mental health institutions information system, the community mental health information system and the probation and parole system. Additional activities included initial development of a juvenile court intake data system. The unit also increased the capacity of the Department and specific units to respond to information requests.

Personnel and Budget. During FY 79 vacancies were filled in the offices of Associate Commissioner for Administration, Director of the Bureau of Mental Health, Children's Services Executive, and Public Relations representative. Current vacancies exist in the office of Associate Commissioner for Programs and Director of Planning. These will be filled in FY 80.

Also during FY 79 a vacancy was created in the Office of Superintendent at the Pineland Center and it is expected that it will be filled in FY 80. An interim acting superintendent is currently serving in that position.

The legislature approved the early abolishment of the Mental Health-Mental Retardation Improvement Fund, due primarily to the instability and uncertainty of revenue projections and converted the funding of existing programs to the general fund. Two critical areas, Children's Mental Health Services and the Infant Development Center in So. Portland, will not be funded through this method and will be provided greater stability in the process.

The Department is moving towards a contracting mechanism for children's services at the residential treatment centers which will provide for more accountability in the expenditure of these funds. During the previous fiscal year, the department had finalized moving from a grant-in-aid funding mechanism for community mental health services to a contracting mechanism which also provided for increased accountability.

Volunteer Services. The Department relies on community involvement in implementing its goal of maximum normalization. Volunteer Services attempts to heighten the sense of total community by nurturing existing volunteer networks. Volunteer Services works to establish an effective system of voluntary efforts, which supplement and support the ongoing services provided to Departmental clients.

LICENSES, PERMITS, ETC.:

License:
- Mental Health Facilities

PUBLICATIONS:

State Mental Health Plan
Juvenile Plan
Adult Corrections Master Plan
Developmental Disabilities Plan
All the above are free of charge.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF MENTAL HEALTH AND CORRECTIONS (Chief Administrative Unit)	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
RESOURCES						
Bal Brt Fwd—Unencumbered	2,309,782	1,512,215	369,272			428,295
Bal Brt Fwd— Encumbered	405,376	215,616	176,929			12,831
Revenue From Federal Govt	107,642		107,642			
Revenue—Private Sources	1,386		1,386			
Fees Charged For Services	—9		—9			
Receipts From Other Funds	47,342		47,342			
Legislative Approp/Alloc	4,578,198	4,578,198				
Adjustment of Balance Fwd	4,074	4,074				
Transfers—Non-Federal $	927,106	701,887	325,000			—99,781
Transfers—Federal $	203,678				203,678	
TOTAL RESOURCES	8,584,575	7,011,990	1,027,562		203,678	341,345
EXPENDITURES						
Salaries and Wages	1,295,433	1,295,433				
State Share of Retirement	139,406	139,406				
Prof Service, Not By State	88,041	11,570	70,295			6,176
Other Prof Serv, By State	339	324	15			
Travel Expenses, In-State	55,775	55,775				
Travel Expense, Out-State	6,191	6,191				
Operation—State Vehicles	1,859	1,859				
Utilities	80,168	80,168				
Rents	20,345	20,345				18
Repairs	426,841	366,562	57,700			2,579
Insurance	31,950	31,950				
General Operating Expense	91,911	51,582	40,329			
Food	1,498,788	1,498,788				
Fuel	1,291,178	1,291,178				
Other Supplies	78,117	30,737	43,582			3,798
Pensions	13,166	13,166				
Buildings & Improvements	933,946	594,232	316,846			22,868
Equipment Purchases	34,237	15,853	7,216			11,168
Structures & Improvements	13,511	9,932	3,579			
Equipment Construction	25					25
Transfer to General Fund	172,649		8,568		164,081	
Trans. to Gen.-Fund Sta-Cap	1,841		1,828			13
TOTAL EXPENDITURES	6,275,717	5,515,033	549,958		164,081	46,645

BUREAU OF MENTAL HEALTH

CHASE WHITTENBERGER, DIRECTOR

Central Office: *Telephone:* 289-2711
Location: State Office Bldg., Augusta *Floor:* 4
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1959 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 14; *Unit:* 193; *Unit Citation:* 34 M.R.S.A., Sect. 2001

Average Count—All Positions: 1,073 *Permanent Legislative Count:* 1,091½

Organizational Units:
Mental Health Advisory Council
Interstate Compact on Mental Health

PURPOSE: The Bureau of Mental Health was established to reduce and eliminate personal anguish and suffering, social and economic disruption, and the waste of human potential resulting from mental illness and related disabilities. The Bureau has been responsible for the direction of mental health programs in the institutions within the Department and for the promotion and guidance of community mental health programs within the State. In addition, the Bureau is empowered to expand community mental health services, to encourage participation in these programs by residents of the communities and to secure State and local financial support for the programs. To implement the community programs, the Bureau cooperates with other State agencies, municipalities, persons, unincorporated associations and non-stock corporations. In the name of the Department of Mental Health and Corrections, it may adopt and promulgate rules, regulations and standards relating to the administration and licensing of the services authorized, and make financial grants to be used in the conduct of mental health services. The Director of the Bureau is also administrator of the Interstate Compact on Mental Health, which provides the legal basis for the interstate transfer of hospitalized patients when it is to the benefit of the patient, his family and society as a whole, disregarding the legal residence of the patient. Mental Health Advisory Council acts in an advisory capacity to the Commissioner in the development of the State Mental Health Plan and in the appointment of the Director of the Bureau of Mental Health.

ORGANIZATION: The Bureau of Mental Health was created in 1959 to provide centralized direction and administration for mental health programs in Maine which formerly were administered by the superintendents of the institutions. The Commissioner of Mental Health and Corrections appoints, subject to Personnel Law and with the advice of the Mental Health Advisory Council, the director of the Bureau of Mental Health. Legislation, relative to Maine's participation in the Interstate Compact on Mental Health was enacted in 1957.

PROGRAM: During the past, the Bureau of Mental Health has been primarily engaged in promoting and organizing an effective, integrated, coordinated and comprehensive mental health care system. Toward this goal, the Bureau, the two mental health institutes, and the eight community mental health centers have been engaging in mutually determined goals and objectives to define the responsibilities of each and measures of accountability for the attainment of the goals and objectives as defined for each component of the service delivery system. Cooperation has been excellent and resources have been shared from the institutes with the community mental health centers as responsibilities have been transferred from the institutional base to the community base. The Federal, State and local funding resources have provided for comprehensive centers in all eight mental health service areas of the State, one center without Federal financial assistance.

The Department's goals of reduction of institutional care have been maintained, and the institutional advocacy program has been strengthened and introduced in the community mental health centers.

With the decentralization of the mental health service base to the communities, the institutes have maintained a low residential population, with substantial improvement in the quality of service they are able to render to their patients. Augusta Mental Health Institute, in June 1978, had approximately 376 inpatients, while Bangor Mental Health Institute had approximately 352 inpatients.

In the administrative operation of the Department, goals and objectives are defined annually and used for accountability. Planning, monitoring and accountability are responsibilities requiring extensive changes in the orientation and structure of the staff of the Bureau and Department. The State Mental Health Plan, as required under the Community Mental Health Centers Act was published in August, 1976, and the Annual Review and Progress Report on this plan was released for public comment in July of 1977. The Bureau of Mental Health has established a new mental health planning process which has allowed public participation in the preparation of a new 5-year plan to be published in August 1978. Public participation in the Plan, which sets forth the goals and objectives and implementation procedures for the Department in the area of mental health, is elicited through public hearings and meetings with community groups. The Mental Health Advisory Council reviews and advises the Commissioner on development of the plan.

LICENSES, PERMITS, ETC.:

License:

Agencies for the Provision of Mental Health Services

1. St. Michael's Center, Bangor
2. Northeast Occupational Exchange, Inc., Bangor

3. Big Brothers/Big Sisters, Portland
4. Ingraham Volunteers, Inc., Portland
5. Shalom House, Inc., Portland
6. Community Health Services, Inc., Portland
7. Western Maine Counseling Services, Bridgton
8. Holy Innocents Home Care Service, Portland
9. NEEDS — Sanford
10. Aroostook Mental Health Center
11. The Counseling Center
12. Kennebec Valley Mental Health Center
13. Tri-County Mental Health Services
14. York County Counseling Services, Inc.
15. Bath-Brunswick Mental Health Association, Inc.
16. Mid-Coast Mental Health Center

All of these programs have received licensing and the Bureau of Mental Health has visited each program. A report on each licensing site visit is available from the Bureau.

PUBLICATIONS:

State of Maine Mental Health Plan, 1976

Mental Health Plan Annual Review and Progress Report, 1977, 1978

Service Definitions for the Prevention and Treatment of Mental Health Disorders.

Review of Existing System for Funding Community Mental Health Centers and Recommended Conceptual Framework for System Improvements. (January, 1978)

Mental Health Licensing Review Protocol

Available to interested individuals by contacting
Bureau of Mental Health
Room 411, State Office Building
Augusta, Maine 04333

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MENTAL HEALTH	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	2,482,205		2,561,987		—79,782	
Bal Brt Fwd— Encumbered	116,558		36,776		79,782	
Revenue From Federal Govt	299,361				299,361	
Fees Charged For Services	2,605,538		2,605,538			
Legislative Approp/Alloc	3,649,169	3,649,169				
Adjustment of Balance Fwd			—1,370		1,370	
Transfers—Non-Federal $	—2,533,279		—2,533,279			
TOTAL RESOURCES	6,619,552	3,649,169	2,669,652		300,731	
EXPENDITURES						
Salaries and Wages	108,152				108,152	
State Share of Retirement	12,583				12,583	
Prof Service, Not By State	396,620		282,949		113,671	
Computer Service, By State	21,031		20,998		33	
Travel Expenses, In-State	4,352		825		3,527	
Travel Expense, Out-State	3,677		1,050		2,627	
Utilities	7,693		4,855		2,838	
Rents	199				199	
Repairs	50				50	
Insurance	3,070				3,070	
General Operating Expense	6,010		2,916		3,094	
Other Supplies	20,627		19,331		1,296	
Grants to Pub. & Priv. Orgs.	4,904,021	3,349,334	1,518,174		36,513	
Unemployment Comp Benefit	2,691		2,691			
Public Assistance Grants	764		764			
Buildings & Improvements	256,843		256,033		810	
Equipment Purchases	23,043		21,174		1,869	
Trans. to Gen.-Fund Sta-Cap	19,827		12,558		7,269	
TOTAL EXPENDITURES	5,791,253	3,349,334	2,144,318		297,601	

AUGUSTA MENTAL HEALTH INSTITUTE

GARRELL S. MULLANEY, SUPERINTENDENT
MILLARD A. HOWARD, Assistant to the Superintendent

Central Office: *Telephone:* 622-3751
Location: Arsenal Street, Augusta
Mail Address: Box 724, Augusta, Maine 04330

Established: 1840 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 14; *Unit:* 194; *Unit Citation:* 34 M.R.S.A., Sect. 2101

Average Count—All Positions: 575 *Permanent Legislative Count:* 600

Organizational Units:
Psychiatric Admissions Unit
Psychiatric Transitional Unit
Psychiatric Rehabilitation and Reentry Unit
Psychiatric Adolescent and Young Adult Unit
Psychiatric Nursing Home Unit
Program Evaluation
Staff Development
Business Services

PURPOSE: The Augusta Mental Health Institute (AMHI) was established to treat and restore to optimal mental, social, medical health, vocational and economic usefulness, citizens who require long-term 24-hour psychiatric services from communities in Somerset and Kennebec Counties; Franklin, Oxford and Androscoggin Counties; Cumberland County; York, Sagadahoc and Lincoln Counties; and Knox and Waldo Counties.

The Augusta Mental Health Institute is charged with the responsibility to provide hospitalization of the mentally ill. The Institute is empowered, subject to the availability of suitable accommodations to receive and provide care and treatment of a mental illness of any person on an informal basis. In addition, the Institute may receive an individual under written application and certification of a physician or licensed psychologist on an emergency involuntary basis. The Institute must receive any individual whose admission is by order of a District Court. The Institute accepts transfers from other hospitals for the mentally ill, both in- state and out-of-state, upon order of the Commissioner of the Department of Mental Health and Corrections.

The Institute provides mental examination and observation of persons accused of crime when placed in the Institute by the Commissioner upon order of a Superior Court. It provides observation, care and treatment under the above procedures for persons found incompetent to stand trial, and provides care and treatment for persons found innocent by reason of mental disease.

ORGANIZATION: The Augusta Mental Health Institute was established in 1840 as the Maine Insane Hospital, and was the only public mental hospital in Maine until the opening of a second hospital in Bangor in 1901. In 1913, its name was changed to Augusta State Hospital, and in 1973, to its present designation.

Throughout most of its history, the Institute provided the only public mental health services, except for the Veterans' Administration Hospital, to the people of southern and central Maine. In the 1960's, community mental health centers were established, which made possible a redefinition of the Institute's role.

The Institute is organized internally in functional treatment units designed to serve as the long-term or extended care component of comprehensive, community based mental health services and which also serve as the backup to six community mental health centers' inpatient units. These Augusta Mental Health Institute units include: an Admissions Unit which provides rapid evaluation and crisis management, a Transitional Unit which provides intensive psychiatric care for up to six months, a Rehabilitation and Reentry Unit which provides intensive social and vocational rehabilitation for those with continuing psychiatric disabilities, an Adolescent and Young Adult Unit which provides a psychiatric inpatient hospital level of care for those patients between the ages of 12 and 20, and a psychiatric Nursing Home Unit which provides care for those psychiatric patients requiring primarily nursing home care but whose psychiatric problems are not yet resolved to the extent that they can be placed in nursing homes in the community.

PROGRAM: In FY 79 the Augusta Mental Health Institute (AMHI) continued to serve as an integral part of the continuum of community mental health services for two-thirds of the population of the State of Maine. It continues to be fully accredited by the Joint Commission on Accreditation of Hospitals, as it has been continuously since 1958, and is approved for all Federal third-party reimbursement programs. The number of admissions stabilized at 1057 as compared to 1093 for FY 78, but a 40% increase from FY 75. The median length of stay for admissions was reduced sharply to approximately twelve days, making possible an average daily population of 298, a slight decrease from the previous year.

During this fiscal year the Augusta Mental Health Institute consolidated the internal reorganization of the previous year and realized significant improvements in treatment programs. By assuring minimum penetration into the extended psychiatric care system through effective use of a specialized Admissions Unit, AMHI, as noted above, reduced the time a patient must spend here and thus was able to maintain the inpatient population at or below the previous year's level. For those patients requiring continued care, a broad spectrum of rehabilitation programs is providing services to meet the individual patient's needs. More precise evaluation tools are making possible continuing adjustments in programming to better determine and meet these needs.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AUGUSTA MENTAL HEALTH INSTITUTE	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
RESOURCES						
Bal Brt Fwd—Unencumbered	108,291		111,974		—3,683	
Bal Brt Fwd— Encumbered	64,587	60,904			3,683	
Revenue From Federal Govt	115,981				115,981	
Fees Charged For Services	128,584		128,584			
Legislative Approp/Alloc	7,553,078	7,553,078				
Adjustment of Balance Fwd	—2,237	—1,797	—49,850		49,410	
Transfers—Non-Federal $	709,494	709,494				
Transfers—Federal $	12,464				12,464	
TOTAL RESOURCES	8,690,242	8,321,679	190,708		177,855	
EXPENDITURES						
Salaries and Wages	6,375,751	6,326,974	12,231		36,546	
State Share of Retirement	760,832	755,231	1,392		4,209	
Prof Service, Not By State	318,761	286,840	5,512		26,409	
Computer Service, By State	22,072	22,072				
Other Prof. Serv., By State	110	110				
Travel Expenses, In-State	3,367	1,171	2,097		99	
Travel Expense, Out-State	3,835	3,198	359		278	
Operation—State Vehicles	25,265	20,694	4,251		320	
Utilities	196,476	196,198	278			
Rents	10,955	10,955				
Repairs	25,837	23,690	1,939		208	
Insurance	193,557	190,715	1,820		1,022	
General Operating Expense	34,649	32,939	114		1,596	
Food	46				46	
Other Supplies	286,340	269,188	12,470		4,682	
Public Assistance Grants	2,886	2,886				
Misc. Grants to Individual	52,488		52,488			
Pensions	107,053	106,966			87	
Buildings & Improvements	1,343				1,343	
Equipment Purchases	39,954	22,071	980		16,903	
Trans. to Gen.-Fund Sta-Cap	881				881	
TOTAL EXPENDITURES	8,462,458	8,271,898	95,931		94,629	

BANGOR MENTAL HEALTH INSTITUTE

JOSEPH SAXL, SUPERINTENDENT

Central Office: *Telephone:* 947-6981
Location: Hogan Rd., Bangor
Mail Address: Box 926, Bangor, Maine 04401

Established: 1885 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 14; *Unit:* 195; *Unit Citation:* 34 M.R.S.A., Sect. 2101

Average Count—All Positions: 475 *Permanent Legislative Count:* 491½

Organizational Units:
Institute Services
Personnel
Educational & Rehabilitative Services
Program Evaluation & Research
Clinical Services

PURPOSE: The Bangor Mental Health Institute (BMHI) was established to rehabilitate citizens of the State of Maine who require intermediate and long-term mental health care and is Accredited by the Joint Commission on Accreditation of Hospitals as a total spectrum psychiatric facility for adults. The Institute is responsible for providing intermediate and long-term residential mental health services to the mentally ill. The Institute provides a variety of inpatient mental health programs in conjunction with community mental health activities. It is empowered, subject to the availability of suitable accommodations, to receive and provide care and treatment of any mentally ill person on an informal basis, and may receive any individual under written application and certification by a physician or licensed psychologist on an emergency involuntary basis. The Institute must receive any individual whose admission is by order of a district court, and accepts transfers from other hospitals for the mentally ill, both in and out-of-state, upon order of the Commissioner of Mental Health and Corrections. The Institute provides mental examination and observation of persons accused of crime when placed in the Institute by the Commissioner upon order of a Superior Court. It provides observation, care and treatment for persons found incompetent to stand trial, and provides care and treatment for persons found innocent by reason of mental disease. The Superintendent has general supervision of the Institute and its grounds under the direction of the Department.

ORGANIZATION. The Bangor Mental Health Institute was established in 1885 as the Eastern Maine Insane Hospital at Bangor, administered by a Board of Trustees. In 1913, it was redesignated the Bangor State Hospital, and in 1931, was placed within the Department of Health and Welfare. In 1939, the Hospital was placed under the Department of Institutional Service, which became the Department of Mental Health and Corrections in 1959. Its present name was established by the Legislature in 1973.

The Institute had an original inpatient population of less than 200 and, for many years, a population of over 1,000. Continued emphasis on short-term treatment has reduced the census to approximately 350, but projective trends indicate an increase with State population. Nearly half of the present population resides in the Pooler Pavilion, which houses the Institute's Program on Aging.

PROGRAM: During FY 79, programmatic reunitization was implemented in order to increase operating efficiency without increasing operating costs. Although no new wards were opened, already existing wards were designated to provide specific services, programs, or treatment modalities such as family therapy. This reorganization has resulted in greater involvement of the patients' families in the therapeutic process. The designation of an Admission ward has allowed the centralized Admission Services (which was instituted in FY 78) to further expand. This service not only serves as a point of contact for the screening of potential admissions, but also provides resource and referral information to the community and its programs. Activities services have been expanded throughout the facility. A new Clinical Director was hired.

During the reporting period, the effort to maintain the standards of the Joint Commission on Accreditation of Hospitals (JCAH) in all programs and departments continued as an ongoing process. This is not only as a mechanism to maintain accreditation, but as a measure of quality of services.

Program Evaluation. The Psychological Assessment and Treatment Evaluation Department (PATE) has shifted the focus of its attention during the last fiscal year to more patient oriented activities. An attempt is made to briefly assess the behavioral, intellectual, and psychological functioning of each patient admitted to BMHI. This is in compliance with JCAH standards, although not every patient admitted is tested because of some patients' refusal to cooperate or extremely volatile behavior in other cases, those who are successfully tested are described in terms of the test variables and the results summarized for inclusion in the case file. Some parts of the intake standardized battery (behavioral rating scales) are reaccomplished at the time of discharge and compared with intake ratings, yielding a numerical and more or less objective index of improvement. As this data accumulates, it will be possible to evaluate various treatment modalities in terms of their specific effects on specific types of patients.

The department has also been involved in evaluating the effects on patients' behavior of the renovation and mass moves of the Program Aging population. Also, the department has maintained a running summary on a monthly basis of the actual trends in patient movement. That is, we are alerted on a monthly basis of the number, type, and county of origin of admissions and discharges.

Capital Improvements. During the last biennium Bangor Mental Health Institute has completely renovated the Old Pavilion. This houses one-half of the geriatric population and consists of four wards, an office area, and an occupational therapy area. Almost $350,000 has been spent for this project. This renovation consists primarily of changing from an open-dorm type of living to no more than a 2-bed room. BMHI is now in full compliance with the Joint

Commission on Accreditation of Hospitals as regards this section of the Hospital.

BMHI also renovated with its own crew one ward in one of the older buildings and is currently renovating the second. This was done at a material cost of approximately $61,000. This is nearly as complete a renovation as the Pavilion with the exception of partitions. Existing walls were used and the area was renovated.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BANGOR MENTAL HEALTH INSTITUTE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	9,296		9,296			
Bal Brt Fwd— Encumbered	35,348	35,348				
Revenue From Federal Govt	—2,368				—2,368	
Fees Charged For Services	1,080		1,080			
Legislative Approp/Alloc	5,798,193	5,798,193				
Adjustment of Balance Fwd	—7,865	—7,573	—4,309		4,017	
Transfers—Non-Federal $	888,298	676,574	211,724			
Transfers—Federal $	15,491				15,491	
TOTAL RESOURCES	6,737,473	6,502,542	217,791		17,140	
EXPENDITURES						
Salaries and Wages	5,121,820	4,952,438	154,883		14,499	
State Share of Retirement	610,573	590,305	18,566		1,702	
Prof Service, Not By State	262,194	262,194				
Computer Service, By State	9,456	9,456				
Other Prof. Serv., By State	191	191				
Travel Expenses, In-State	6,181	6,181				
Travel Expense, Out-State	601	601				
Operation—State Vehicles	22,599	22,599				
Utilities	142,593	142,593				
Rents	9,541	9,541				
Repairs	30,487	30,487				
Insurance	166,099	161,380	4,386		333	
General Operating Expense	16,409	16,377	31		1	
Other Supplies	199,568	198,846	722			
Public Assistance Grants	2,421	2,421				
Pensions	61,608	61,608				
Equipment Purchases	8,817	8,207	610			
Trans. to Gen.-Fund Sta-Cap	1,347		1,206		141	
TOTAL EXPENDITURES	6,672,505	6,475,425	180,404		16,676	

BUREAU OF MENTAL RETARDATION

KEVIN W. CONCANNON, DIRECTOR

Central Office: *Telephone:* 289-2711
Location: State Office Bldg., Augusta *Floor:* 4
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1969 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 14; *Unit:* 197; *Unit Citation:* 34 M.R.S.A., Sect. 2611

Average Count—All Positions: 1017 *Permanent Legislative Count:* 1017

PURPOSE: The Bureau of Mental Retardation was established to assure that services and programs available to the citizens of Maine are also available to mentally retarded citizens and their families. The Bureau is responsible for the direction of mental retardation programs in State institutions and for the planning, promotion, coordination and development of the complete and integrated Statewide program for the mentally retarded. The Bureau also serves as liaison, coordinator and consultant to the several State departments in accomplishing the provision of such comprehensive services. It also serves as Public Guardian for mentally retarded citizens in need of this service.

ORGANIZATION: The Bureau of Mental Retardation was established in 1969 and operates with a Director, a Manager of Field Operations, a Manager of Resource Development, a Coordinator of Client Services, a Management Analyst, a Development Disabilities Planner and clerical support in the central office. The Bureau is responsible for the operation of the Pineland Center located in Pownal, the Elizabeth Levinson Center located in Bangor, and the Aroostook Residential Center located in Presque Isle. The Bureau operates a residential and workshop training center in Freeport. In addition, community mental retardation programs are supported through grants by the Bureau to private agencies. For purposes of administration, the State has been divided into six regions with Regional Administrators employed in each region. Community social services are also provided in each region to develop and monitor day activity and sheltered workshop programs, boarding and nursing home programs. These regional teams function as a fixed point of referral to assist individuals in obtaining services, to assist agencies in securing finances and developing programs, and to review all cases referred to and from institutions, and to provide direct habilitation services to clients. Two Regional Resource Centers headquartered in Portland and Bangor are operated by the Bureau to serve the needs of the developmentally disabled. A Developmental Disabilities staff was established in 1971 for the purpose of developing the yearly Development Disabilities Plan and regional plans. Based on these plans, priorities are established for the expenditure of monies available through this Federal program. The Bureau of Mental Retardation also provides an early intervention program for severely disabled infants and children living in Southern Maine. The Infant Development Center is located in South Portland.

PROGRAM: Coordinated by the Bureau of Mental Retardation, the Regional Administrators provide technical assistance to various agencies to develop community programs. The Community Social Services staff function as individual advocates and a point of referral to and from the institutions, resulting in a reduction of referrals to the institutions and a reduction in the number of individuals returning to the institution from boarding and nursing homes.

The Developmental Disabilities program, administered by the Bureau of Mental Retardation, completes annual planning through consumer oriented regional advisory committees. Strategies employed to close gaps in services rendered include funding programs through the Developmental Disabiliies Assistance and Bill of Rights Act.

Regional staff people have been working with public and private agencies to fill gaps in services for the mentally retarded on a local basis. The prime emphasis for this year has been to assure that formerly institutionalized persons are provided necessary community services, and that mentally retarded persons do not encounter the risk of unnecessary institutionalization.

LICENSES, PERMITS, ETC.:

Certification of Six Bed Boarding Home for the Mentally Retarded
Quality Assurance Standards for Day Treatment Programs

PUBLICATIONS:

Policies, Rules and Regulations for Protective and Supportive Services
State Plan of the Developmental Disabilities Planning Council
Regulations Pertaining to P.L. 1977 Chapter 502
Summary of Rights of Mentally Retarded (P.L. 1977 Ch. 464)
Directory of Residential & Day Programs for Mentally Retarded
Guide to Development of Group Homes
Guide to Development of Foster Homes
Standards for Programs Serving the Mentally Retarded
Pineland Consent Decree (Appendices A&B)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF MENTAL RETARDATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	602,031		522,809		79,222	
Bal Brt Fwd— Encumbered	206,584	89,424	15,524		101,636	
Revenue From Federal Govt	221,950				221,950	
Legislative Approp/Alloc	1,332,439	1,332,439				
Adjustment of Balance Fwd	—58,200	—3,230	—102,852		47,882	
Transfers—Non-Federal $	1,546,178	—31,000	1,577,178			
TOTAL RESOURCES	3,850,982	1,387,633	2,012,659		450,690	
EXPENDITURES						
Salaries and Wages	1,098,483	192,871	703,994		201,618	
State Share of Retirement	130,748	22,791	83,358		24,599	
Prof Service, Not By State	137,396	118,357	14,670		4,369	
Other Prof Serv, By State	5		5			
Travel Expenses, In-State	150,293	24,053	121,294		4,946	
Travel Expense, Out-State	4,536	1,913	1,696		927	
Operation—State Vehicles	11	11				
Utilities	52,518		51,846		672	
Rents	40,979	16	40,047		916	
Repairs	1,662		1,647		15	
Insurance	36,173	5,210	23,375		7,588	
General Operating Expense	26,873	1,416	18,853		6,604	
Food	184		184			
Other Supplies	14,520		11,740		2,780	
Highway Materials	158		158			
Grants to Pub. & Priv. Orgs.	1,045,885	659,925	284,456		101,504	
Public Assistance Grants	4,106	1,516	2,590			
Pensions	62		62			
Equipment Purchases	1,974	137	1,837			
Trans. to Gen.-Fund Sta-Cap	29,514		24,171		5,343	
TOTAL EXPENDITURES	2,776,080	1,028,216	1,385,983		361,881	

PINELAND CENTER

KEVIN W. CONCANNON, ACTING SUPERINTENDENT

Central Office: *Telephone:* 688-4811
Location: Pineland Center, Pownal, Maine
Mail Address: Box C, Pownal, Maine 04069

Established: 1907 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 14; *Unit:* 198; *Unit Citation:* 34 M.R.S.A., Sect. 2632

Average Count—All Positions: 687 *Permanent Legislative Count:* 717

Organizational Units:
Residential Services
Program Support Services
Volunteer Services
Personnel
Staff Development
Social Services
Medical Support Services
Business Services
Psychological Services

PURPOSE: Pineland Center is established to provide training, education, treatment and care for persons who are mentally retarded. It is part of the system of services provided to mentally retarded and mentally ill persons by the Bureau of Mental Retardation, whenever services are not available in the community. The center is responsible for providing residential services, diagnostic and evaluation services, specialized training, specialized medical and dental services, therapy and care programs, and respite care.

ORGANIZATION: Pineland Center, located in the town of New Gloucester in Cumberland County, was established in 1907 as the Maine School for the Feeble-Minded, governed by a Board of Trustees. In 1925, the name of the institution was changed to Pownal State School. The Board was replaced by a committee of the Department of Health and Welfare in 1931, which governed the institution until 1939 when it was placed within the Department of Institutional Service. In 1957, the School was renamed Pineland Hospital and Training Center. When the Department of Institutional Service became the Department of Mental Health and Corrections in 1959, the center was placed under its Bureau of Mental Health until 1970 when it became part of the Bureau of Mental Retardation. The institution received its present name, Pineland Center, by legislative action in 1973. Over 1,000 acres of the Pineland Center site were transferred to the Department of Conservation in 1974.

PROGRAM: Fiscal year 1979 marked the first full year of functioning under the requirements of the Class Action Suit Consent Decree. Signed on July 14, 1978 by U.S. District Court Judge Edward T. Gignoux, the decree outlined specific standards of care and treatment of Pineland Center residents. Substantial gains were made and compliance was achieved for a number of specific standards, although total compliance has not yet been attained.

Recruitment, training, and retention of personnel has been a major emphasis during the past year. Orientation, re-orientation and on-going in-service training programs have increased. Exit interviews have been conducted with terminating employees in an effort to discover causes for staff turn-over.

A major effort is underway to achieve Intermediate Care Facility/Mental Retardation (ICF/MR) certification throughout the facility. Currently Bliss, Kupelian and Perry Hayden Halls are ICF/MR certified. Improvements have been undertaken to assure the certification of nine additional buildings early in 1980. This certification will result in Federal financing of services for approximately 300 of the facility's 350 residents. Day services to persons living in the community continued to expand during the year specialized services such as dental, seizure, and orthopedic clinics; diagnostic services, respite care, and consultation to community-based homes and day programs. In addition, a limited number of individuals residing in the community attend day programs at Pineland Center while a number of Pineland Center residents attend day programs in surrounding communities.

Goals for the coming year include achieving total compliance with the Consent Decree standards; achieving ICF/MR certification of 300 beds at the facility; achieving a decrease in the residential census of fifty residents, thereby reaching a permanent capacity of 350, and increasing the quality and responsiveness to requests for services to clients residing in the community.

PUBLICATIONS:

Pineland Center Programs, Services and Information	No Charge
Pineland Center Maps & Directions	No Charge
Technical Manuals (assorted)	Cost of reproduction

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PINELAND CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	148,963		148,963			
Bal Brt Fwd— Encumbered	93,941	67,811	26,130			
Revenue From Federal Govt	39,804		14,472		25,332	
Fees Charged For Services	33,390		33,390			
Legislative Approp/Alloc	8,021,265	8,021,265				
Adjustment of Balance Fwd	—6,587	—6,587	—22,941		22,941	
Transfers—Non-Federal $	965,153	644,318	320,835			
Transfers—Federal $	47,869				47,869	
TOTAL RESOURCES	9,343,798	8,726,807	520,849		96,142	
EXPENDITURES						
Salaries and Wages	7,124,420	6,945,566	114,558		64,296	
State Share of Retirement	851,413	829,580	13,361		8,472	
Prof Service, Not By State	252,423	103,658	143,832		4,933	
Computer Service, By State	5,625	5,625				
Other Prof. Serv., By State	388	388				
Travel Expenses, In-State	10,615	5,802	3,177		1,636	
Travel Expense, Out-State	2,426	1,475	951			
Operation—State Vehicles	46,302	46,090	212			
Utilities	128,036	124,297	3,371		368	
Rents	10,437	10,397	40			
Repairs	13,533	10,588	2,945			
Insurance	237,029	231,646	3,575		1,808	
General Operating Expense	16,816	12,159	4,636		21	
Food	8,024	771	7,253			
Other Supplies	208,297	191,856	15,393		1,048	
Grants to Pub. & Priv. Orgs.	4,435	4,435				
Public Assistance Grants	2,412	2,412				
Pensions	92,618	92,618				
Buildings & Improvements	10,720		10,720			
Equipment Purchases	118,581	72,688	45,893			
Structures & Improvements	250		250			
Trans. to Gen.-Fund Sta-Cap	3,332		2,628		704	
TOTAL EXPENDITURES	9,148,132	8,692,051	372,795		83,286	

AROOSTOOK RESIDENTIAL CENTER

TERRY L. SANDUSKY, M.S., DIRECTOR

Central Office: *Telephone:* 764-4104
Location: Lombard St., Presque Isle
Mail Address: Box 1285, Presque Isle, Maine 04769
Established: 1972 *Sunset Review Required by:* June 30, 1986
Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 14; *Unit:* 199; *Unit Citation:* 34 M.R.S.A., Sect. 2633
Average Count—All Positions: 8 *Permanent Legislative Count:* 8

PURPOSE: The Aroostook Residential Center was established to provide training, education and residential accommodations for developmentally disabled persons from Aroostook County. The Center is responsible for providing five-day-a-week residential accommodations for developmentally disabled persons from Aroostook County who are attending programs available in the City of Presque Isle area; for providing planning and coordination of programs for developmentally disabled persons in Aroostook County; and for making its services available to any developmentally disabled person, subject to administrative policies adopted by the Director of the Bureau of Mental Retardation.

ORGANIZATION: The Aroostook Residential Center was established in 1971, but did not begin operation until October, 1972. Dedication of the building as the Aroostook Residential Center occurred on December 15, 1972.

In the organization of the program, the Director of the Center also serves as Regional Administrator for the Bureau of Mental Retardation. The only other professional level position in the Center is a Registered Nurse who functions within the residence as a health screening and clinical supervisor of health and dietary programs. All other positions are in the paraprofessional category of houseparent. These positions are designed to offer mimimum coverage when there is maximum resident occupancy. The Center restricts admission to moderately and mildly disabled individuals due to significantly high resident to staff ratios.

PROGRAM: Pre-admission staffings are made by the Aroostook Residential Center for potential clients. These include a multi-disciplinary approach to clients in order to develop specific program recommendations. After the client has been admitted, periodic reassessments, including new program recommendations, are carried out by the staff of the Center.

Residential placement is considered under the following programs:

1. Nine-month-per-year residency for children attending the Trainable School Program or the Helen P. Knight School for Cerebral Palsied Children.
2. Respite Care, providing up to two weeks of residential services to families who are in need of either temporary or emergency placement of their developmentally disabled child or adult.
3. Residence for adults attending either a sheltered workshop or adult day-activities program.
4. Transition Program for Pineland Center residents who are returning to the community.
5. Transition Apartment Program to help teach severely handicapped adults the skills of independent living.

Residential programming includes such aspects of group living as development of daily living skills, basic household cleanliness, personal hygiene, individual and group social and recreational skills, community socialization (to help the adult client learn to live in the normal mainstream of society), and basic adjustment to more advanced stages of independent living.

The Regional Mental Retardation Services Office will be located within the Center and will provide the services of Home Training, Information, Screening and Referral, Public Guardianship, Residential Placement and Adjustment, Individual Prescriptive Program Planning and Protection and Support Services.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

AROOSTOOK RESIDENTIAL CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	12,242		12,242			
Bal Brt Fwd— Encumbered	2,500	2,500				
Legislative Approp/Alloc	111,403	111,403				
Adjustment of Balance Fwd	−2,469	−2,469				
Transfers—Non-Federal $	−1,300	−6,300	5,000			
TOTAL RESOURCES	122,376	105,134	17,242			
EXPENDITURES						
Salaries and Wages	82,170	73,120	9,050			
State Share of Retirement	9,839	8,732	1,107			
Prof Service, Not By State	1,199	1,199				
Travel Expenses, In-State	2,206	2,206				
Operation—State Vehicles	2,163	2,163				
Utilities	7,378	7,378				
Rents	721	721				
Repairs	331	331				
Insurance	2,803	2,439	364			
General Operating Expense	1,110	1,110				
Other Supplies	2,661	2,661				
Structures & Improvements	26	26				
Trans. to Gen.-Fund Sta-Cap	149		149			
TOTAL EXPENDITURES	112,756	102,086	10,670			

ELIZABETH LEVINSON CENTER

JOHN B. LARRABEE, DIRECTOR

Central Office: *Telephone:* 947-6136

Location: 159 Hogan Rd., Bangor

Mail Address: 159 Hogan Rd., Bangor, Maine 04401

Established: 1971 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:

Policy Area: 03; *Umbrella:* 14; *Unit:* 200; *Unit Citation:* 34 M.R.S.A., Sect. 2634

Average Count—All Positions: 67 *Permanent Legislative Count:* 69

PURPOSE: The Elizabeth Levinson Center was established to foster behavior that maximizes the human qualities of the retarded individual while increasing the complexity of his behavior and assisting him to cope with his environment. The center is responsible for providing care, treatment and training for the severely and profoundly mentally retarded, subject to policies established by the director of the Bureau of Mental Retardation. As a regional care facility, the center admits individuals between the ages of two and eighteen from any area of the State.

Long-Term Training is provided to residents who entered the Center prior to 1973, and for whom alternative community placements have not yet been developed. Contracted Training provides time-limited program development in specified areas as agreed upon by parents, referring agencies and Center staff for up to six months duration. Short-Term Evaluation provides an opportunity for complete evaluation and program development to help individual clients function in the community. Respite Care is a service provided for families to give them a break from the responsibilities and care of raising a retarded child at home. Community Service, on a referral basis, is also provided.

In cases where continued placement at home is not possible, Center staff assist community Bureau of Mental Retardation staff in locating appropriate alternative placements. All programs involve parent or foster parent training in order to enable the caretakers of the child to continue his education and training in the community.

The Center continues to serve as a valuable resource in training and preparing staff for local and statewide service to the developmentally disabled.

ORGANIZATION: The Elizabeth Levinson Center was created in 1971 as the Regional Care Facility for the Severely and Profoundly Mentally Retarded at Bangor as an institution under the supervision of the director of the Bureau of Mental Retardation and under the overall supervision of the Department of Mental Health and Corrections. Its name was changed to the Elizabeth Levinson Center in 1973. The majority of the direct care staff are State employees; medical, dental and hospital services are provided by the community.

PROGRAM: During FY 79, the Elizabeth Levinson Center continued efforts to change its staffing patterns and policies to reflect a developmental model rather than one of custodial or medical care. New admissions/discharge policies, plus a legislative amendment to waive judicial certification for children admitted for Short-Term Evaluation Programs (eight weeks), enabled the Center to serve more clients in need for shorter periods of time.

The Center provided the following services to the number of clients indicated:

Respite Care (including Emergency Respite Care) = 101 clients
Foster Home Placement and Support = 12 clients
Short-Term Evaluation Program (S.T.E.P.) = 7 clients
Child Development Center Evaluations = 9 clients
Contracted Training = 9 clients
Long-Term (non-admitted since 1977) = 22 clients

Center staff have been actively involved along with groups of concerned citizens from the Bangor area in developing a private Intermediate Care Facility (ICF/MR), a facility for young adults, and six-bed group homes for developmentally disabled children and adults (Opportunity Housing, Inc., Silver Birch Homes, Inc., and Southern Penobscot Housing, Inc.).

The Center successfully placed two clients in foster homes, which it supports fiscally and programmatically. Although the Center continues its support to twelve clients in foster homes, a concerted effort by Regional staff and community agencies needs to come into play by FY 80 for continued success. Recruitment and training foster homes continues to be a frustrating and arduous task.

The transitional school program operated by the Center completed its third successful year. Graduates from this program continue to move into public school-sponsored classrooms, permitting additional Center residents to participate in this valuable program area.

Through this school program the residents here attend weekly swimming sessions at the YMCA, weekly luncheon trips to local restaurants, weekly grocery shopping and food preparation activities, as well as traditional communication, education, and skill training.

The Center has completed its first very successful year of an Adaptive Therapeutic Swim Program for over twelve clients. This program has shown marked achievement in improving gross motor coordination and ambulation of several clients. This program also demonstrates a unique and encouraging cooperative effort on the part of the Center and several community agencies.

One deaf-blind client has received the benefits of a weekend and vacation one-to-one tutor from a grant funded by the New England Regional Center for Deaf-Blind Children.

Activities of note include successful bi-annual staff Re-Orientation weeks, in-service training for Bureau and Center staff, providing more in-house orientation and training, providing and sponsoring community in-services, seminars, and workshops outside the agency, increased Center involvement in public school staff training (The Elizabeth Levinson Center co-sponsored a teacher aide training program with the Southern Penobscot Regional Program for Exceptional Children), and planning for tuition free accredited two-year college programs in developmental disabilities for eligible staff.

This Center continued its involvement in professional education by offering practicum placement for more than fifty students from colleges in the U.S. and Canada. The Center received more than six-hundred (600) visitors during the year, including groups and individuals.

PUBLICATIONS: Free brochures:

Elizabeth Levinson Center Brochure
Family Care Training Homes For the Severely Retarded
Service Guide for Volunteers

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ELIZABETH LEVINSON CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	21,243		21,243			
Bal Brt Fwd— Encumbered	21,164	21,164				
Legislative Approp/Alloc	719,983	719,983				
Adjustment of Balance Fwd	—1,025	—1,025	—2,814		2,814	
Transfers—Non-Federal $	38,885	28,885	10,000			
Transfers—Federal $	9,967				9,967	
TOTAL RESOURCES	810,217	769,007	28,429		12,781	
EXPENDITURES						
Salaries and Wages	599,808	577,971	12,859		8,978	
State Share of Retirement	71,486	68,887	1,501		1,098	
Prof Service, Not By State	30,018	29,457	561			
Computer Service, By State	69	69				
Travel Expenses, In-State	414	414				
Travel Expense, Out-State	455	455				
Operation—State Vehicles	4,092	4,092				
Utilities	15,276	15,276				
Rents	174	174				
Repairs	1,596	939	657			
Insurance	22,906	22,190	352		364	
General Operating Expense	2,748	2,748				
Food	48	48				
Other Supplies	17,024	17,024				
Public Assistance Grants	4,910		4,910			
Pensions	7,381	7,381				
Equipment Purchases	8,448	8,448				
Trans. to Gen.-Fund Sta-Cap	249		165		84	
TOTAL EXPENDITURES	787,102	755,573	21,005		10,524	

BUREAU OF CORRECTIONS

DONALD L. ALLEN, DIRECTOR

Central Office: *Telephone:* 289-2711
Location: Room 411, State Office Bldg., Augusta *Floor:* 4
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1967 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 14; *Unit:* 201; *Unit Citation:* 34 M.R.S.A., Sect. 525

Average Count—All Positions: 579 *Permanent Legislative Count:* 610

Organizational Units:
Division of Probation and Parole
Maine State Prison
Maine Correctional Center
Maine Youth Center

PURPOSE: The Bureau of Corrections, within the Department of Mental Health and Corrections, was established to return individuals committed to the Bureau's care to the status of full and free citizens, more able to cope with the normal expectations of the community in which they live. The Bureau is responsible for the direction and general administrative supervision of the correctional programs within the Maine State Prison, the Maine Correctional Center, Maine Youth Center and the Division of Probation and Parole. The Bureau is authorized to adopt and implement rehabilitative programs, including work-release, within penal and correctional institutions; to establish regulations for and permit institutions under its control to grant an inmate or prisoner furlough from the institution in which he is confined; to establish halfway house programs which provide an environment of community living and control, pursuant to rules and regulations adopted by the Department of Mental Health and Corrections; to expend correctional institutional appropriations on persons within that portion of its sentenced or committed populations participating in halfway house, pre-release, vocational training, educational, drug treatment or other correctional programs being administered physically apart from the institutions to which such persons were originally sentenced or committed, for the purpose of defraying the direct and related costs of such persons participation in such programs; and the Bureau of Corrections, may provide or assist in the provision of correctional services throughout the State as authorized by Maine law. The Bureau is responsible for setting standards and inspection of municipal and county jails.

ORGANIZATION: Prior to 1967, the State's penal and correctional institutions were autonomous units responsible directly to the Commissioner of Mental Health and Corrections. In 1967, the Legislature established the Bureau of Corrections to administer these units, and, in 1969, a Division of Probation and Parole was created to administer Probation and Parole services. With a small administrative staff, the Bureau requires support and assistance from other bureaus of the Department of Mental Health and Corrections.

PROGRAM: The Bureau has 3 main focuses to its program.

Community Corrections. Since 1975, the Bureau of Corrections has been successful in its effort to secure funds to continue adult halfway houses to accommodate work releases from the State institutions and county jails.

A State-wide Correctional Improvement Program was enacted into law in 1975 to enable the development, expansion and improvement of correctional programs throughout the State and to encourage participation in such programs by persons, unincorporated associations, charitable nonstock corporations, local and county governmental units and State agencies.

The 108th Legislature merged this program with the Community Correctional Services program which in the past was used mostly for the purchase of services for youthful offenders.

Correctional Training Program. The 108th session passed into law, with the Bureau's support, mandatory training for all correctional officers working in municipal, county, and state correctional facilities. The Bureau coordinated the development of the curriculum for this training with the cooperation of the county sheriffs and municipal jail staff to be conducted by the Maine Criminal Justice Academy.

Jail Inspections. The Department continues to set standards and inspect all county and municipal jails and detention centers. During the fiscal year 1979, the 1978 Jail Inspector's Report was submitted to the Governor.

PUBLICATIONS:

Justice for Juveniles

A report by the Department of Mental Health and Corrections stating the existing conditions of juvenile services and needs in the State of Maine and the immediate steps the Bureau is taking to develop program and services which are needed by the youth of the state.

Adult Correctional Plan—1978

The plan states existing conditions dealing with adult correctional offenders in the State of Maine and designates their needs as they pertain to all aspects of correctional programming. The plan specifies the immediate steps that the Bureau is taking to better meet the needs of the offenders in the State of Maine.

County and Municipal Jail Standards - 1977

The Standards were compiled by Bureau of Corrections with input from Maine Chief's Association, numerous sheriff's departments and other agencies. — Free

County Jail Inspection Report—1978

The Jail Report is done in compliance with Title 34, M.R.S.A. 1964 and amended by P.L. 1967 C248, P.L. 1969, C258 and regulations set forth relating to "Standards for County Jails" and status conditions found in county jails.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CORRECTIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	—44,386		47,528		—91,914	
Bal Brt Fwd— Encumbered	91,914				91,914	
Revenue From Federal Govt	7,216				7,216	
Legislative Approp/Alloc	394,407	394,407				
Adjustment of Balance Fwd	2,083		—14,534		16,617	
Transfers—Non-Federal $	50,963	11,864	35,102		3,997	
Transfers—Federal $	255,146		—23		255,169	
TOTAL RESOURCES	757,343	406,271	68,073		282,999	
EXPENDITURES						
Salaries and Wages	92,700		31,558		61,142	
State Share of Retirement	11,049		3,554		7,495	
Prof Service, Not By State	70,932	5,653	91		65,188	
Computer Service, By State	44,075	969			43,106	
Travel Expenses, In-State	8,209	471	9		7,729	
Travel Expense, Out-State	3,745	248			3,497	
Utilities	—7		146		—153	
Insurance	2,266		753		1,513	
General Operating Expense	1,655	13			1,642	
Other Supplies	275				275	
Grants to Pub. & Priv. Orgs.	277,546	223,605	10,330		43,611	
Public Assistance Grants	117,134	108,641	2,034		6,459	
Equipment Purchases	589				589	
Trans. to Gen.-Fund Sta-Cap	7,567		974		6,593	
TOTAL EXPENDITURES	637,735	339,600	49,449		248,686	

DIVISION OF PROBATION AND PAROLE

RAYMOND K. CONIFF, DIRECTOR
PETER J. TILTON, Assistant Director

Central Office: *Telephone:* 289-2711
Location: State Office Bldg., Augusta *Floor:* 4
Mail Address: Room 411, State Office Bldg., Augusta, Maine 04333

Established: 1969 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 14; *Unit:* 237; *Unit Citation:* 34 M.R.S.A., Sect. 1592

Average Count—All Positions: 68 *Permanent Legislative Count:* 68

PURPOSE: The Division of Probation and Parole was established to provide effective counseling, direction, and motivation to make productive and constructive members of society out of convicted offenders and adjudicated juveniles on probation or parole. The Division is responsible for administration of probation and parole services within the State. Specific duties include pardon and commutation investigations for the Governor, pre-sentence investigations for the courts, post-sentence and pre-parole investigations for the institutions, and the handling of adult and juvenile interstate compact cases for other states. The director of the Division serves both as administrator of the Uniform Interstate Compact of Juveniles and of the Uniform Act for Out-of-State Parolee Supervision. The director also appoints district probation and parole officers and provides for their instruction and training; makes recommendations to the State Parole Board in cases of violation of parole; issues warrants for the arrest of parole violators; establishes and administers standards, policies and procedures for the field probation and parole service and institutional parole officers; and acts as the executive officer and secretary of the State Parole Board.

ORGANIZATION: The Division of Probation and Parole was created in 1967 as a division of the Bureau of Corrections within the Department of Mental Health and Corrections. The Division consists of field probation and parole officers and other administrative employees in classified State service, and works in close cooperation with the State Parole Board.

PROGRAM: The Division of Probation and Parole services all criminal courts in the State of Maine by making investigations and recommendations, supervising probationers, and seeking diversionary programs. The Division also supervises all persons released on parole from State penal and correctional centers, conducts investigations for the State Parole Board and the institutions, counsels, finds employment and makes appropriate referrals to appropriate service agencies such as mental health centers, family counseling services, etc. The Division is primarily a community-based agency that cooperates with all other phases of the Department of Mental Health and Corrections.

The administrator for both the adult and juvenile interstate compacts is the director of the Division of Probation and Parole. Under the terms of the two compacts, he oversees the supervision of both adult and juvenile probationers and parolees who are referred to this State from other jurisdictions. In turn, Maine probationers and parolees, both adult and juvenile, who are residents of, or desire to move to another state are referred to another compact state for similar supervision.

Probationers and Parolees

Probationers		Parolees
Adult	Juvenile	Adult
2,207	774	408
Total Under Supervision:* 3,271 (1/31/79)		290

*These figures include probationers and parolees being supervised under Interstate Compacts.

PUBLICATIONS:

Marshaling Citizen Power To Modernize Corrections
By: Chamber of Commerce of the United States

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system

DIVISION OF PROBATION AND PAROLE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	2,082		2,082			
Bal Brt Fwd— Encumbered	1,833	1,833				
Legislative Approp/Alloc	1,121,709	1,121,709				
Adjustment of Balance Fwd	—2,294	—212	—2,082			
Transfers—Non-Federal $	109,825	109,825				
TOTAL RESOURCES	1,233,155	1,233,155				
EXPENDITURES						
Salaries and Wages	919,060	919,060				
State Share of Retirement	108,009	108,009				
Prof Service, Not By State	602	602				
Other Prof Serv, By State	2	2				
Travel Expenses, In-State	56,250	56,250				
Travel Expense, Out-State	3,264	3,264				
Utilities	38,370	38,370				
Rents	40,044	40,044				
Repairs	2,610	2,610				
Insurance	22,063	22,063				
General Operating Expense	14,113	14,113				
Other Supplies	4,772	4,772				
Pensions	22,507	22,507				
Equipment Purchases	1,342	1,342				
TOTAL EXPENDITURES	1,233,008	1,233,008				

MAINE YOUTH CENTER

RICHARD J. WYSE, SUPERINTENDENT
ROBERT J. GAGNON, Assistant Superintendent

Central Office: *Telephone:* 772-7434
Location: 675 Westbrook Street, South Portland
Mail Address: 675 Westbrook Street, South Portland, Maine 04106

Established: 1853 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 14; *Unit:* 204; *Unit Citation:* 15 M.R.S.A., Sect. 2712

Average Count—All Positions: 224 *Permanent Legislative Count:* 220

PURPOSE: The Maine Youth Center was established to rehabilitate clients committed to the Center as juvenile offenders so that they eventually return to the community as more responsible, productive, law-abiding citizens. The Center is responsible for the rehabilitation of juvenile offenders committed by Maine courts, applying the disciplines of education, casework, group work, psychology, psychiatry, medicine, nursing, vocational training and religion as it relates to human relations and personality development. Boys and girls between the ages of eleven and eighteen may be committed to the Center for the term of their minority. The Superintendent acts as a guardian to all children committed, and may place any such child on entrustment with any suitable person or persons or public or private child care agency.

ORGANIZATION: The Maine Youth Center at South Portland was established in 1853 as the State Reform School, administered by a Board of Trustees. It was renamed State School for Boys in 1903. The Board of Trustees was abolished in 1911, and its duties were assumed by the Trustees of Juvenile Institutions. In 1931, the school was placed under the Department of Health and Welfare, and in 1939, transferred to the Department of Institutional Services, which later (1959) became the Department of Mental Health and Corrections. In 1959, the

School was renamed the Boys Training Center, and in 1967, it was assigned to the Department's Bureau of Corrections. In 1976, the 107th Maine State Legislature, in special session, established the Maine Youth Center as the only coeducational institution for juvenile offenders.

PROGRAM: During the past year, the Maine Youth Center continued to redefine many of its program functions to enable a total multi-disciplined team approach in working with those committed and held within the facility. The Maine Youth Center functions as a total coeducational rehabilitative resource within the state-wide correctional setting. Several new programs were implemented and others expanded so as to continue to provide a comprehensive coeducational institution.

Pathfinder Program. The Pathfinder Program has undergone dramatic change in both concept and design. Traditionally, a recreational program geared to participation by the better behaved students, the current Pathfinder Program is therapeutic in concept and designed for the most hardcore students on grounds. The basic premise of this program is that the stressful milieu of a wilderness survival experience closely monitored by trained staff can create opportunities for changing attitudes and behavior in even the most hardened delinquent. This program has been implemented on a project basis and will be evaluated for its efficacy upon termination. The Pathfinder Program as it has existed in the past will continue with components such as sailing, canoeing and hiking, but will be placed within the recreation department.

Diagnostic Services. As a cooperative service to the Maine District Court System, the Center expanded its diagnostic services for juvenile offenders. Basically, three reports—Social Summary, Psychological Evaluation, and Psychiatric Evaluations—were submitted to the requesting court on particular students. This includes services for female juvenile offenders as well as those already established for male juvenile offenders. Also, additional educational testing and medical examination results were occasionally provided on request. The number of requests for this service has increased significantly each year that this service has been offered to the courts. Hopefully, the future will find a greater array of community agencies providing such services, thereby diminishing the Center's assumed responsibility in this area.

Volunteer Services. Volunteers from many communities continued their valuable service for the rehabilitation of the Center's students. Counting the persons of "The Faith at Work" program, the Center now has 90 volunteers and 8 churches actively involved in the work to help students become good citizens. The services include group counseling, one-to-one counseling, religious conference retreats, worship services, religious education, psychological testing, reading aides, providing homes for students without a place to spend their leaves, supportive friendship, giving of equipment for Pathfinders, and jobs in the community when the student returns home. On May 24th a Volunteers' Recognition Dinner was held in the Staff Dining Room to publicly thank the volunteers.

The Junior League: As part of the Volunteer Services, the League again continued its good work for the students, giving 30 hours a week in psychological testing, interviewing, counseling, remedial reading, and group counseling.

Literacy Volunteers. During the past year, twelve additional community volunteers have been trained. In addition, four Cottage Life staff and three Maine Youth Center students have become Literacy Volunteers. There have been 34 students who have received individual reading help since July 1978. This help is given two or three times a week during the student's length of time here.

An advanced tutor training workshop as well as three in-service workshops have been conducted this past year for the continued education of volunteers in the field of reading.

Foster Grandparents. The Maine Youth Center has five persons from this program. Three are in Cottage Life, one is interviewing and in psychological testing, and the other is working in the school with the remedial reading class.

Substance Abuse. The Substance Abuse counselor has conducted quality training programs for Training School Counselors in an effort to qualify these people as substance abuse counselors in working with residents. Six persons are now qualified to counsel residents with drug abuse problems. This has increased the breadth of this program at the Maine Youth Center. Working relationships with community agencies have increased in quality and effective aftercare counseling programs are more often made a part of long term client treatment in the community. This latter aspect is enhanced by the continuing efforts of community drug abuse agencies to participate in the Maine Youth Center residential programs.

Community Awareness and Public Relations Programs. More than 50 meetings were held by the Maine Youth Center staff at high school, junior high schools, church adult and youth groups, civic groups, State Police Training, and teacher workshops throughout a wide area of the State of Maine. The purpose of these meetings was to help communities receive returning Center students after their rehabilitation term, recognize the causes of delinquency and possible prevention, and also that groups such as churches and civic organizations might become aware of student needs and, thus, realistically meet those needs.

Interns and Advocacy. The Center again incorporated several interns into its overall program. One intern was assigned to the Maine Youth Center through the LEAA Internship Program coordinated by the Maine Criminal Justice Planning and Assistance Agency. This intern was assigned the task of participating in and evaluating several new and innovative programs throughout the Center that have been initiated within the past year. A State Government intern was assigned to us through the Bureau of Public Administration of the University of Maine State Government Internship Program. She was assigned to the Department of Physical Education and Recreation.

The Intern Program, as in the past, maintains the philosophy that all interns should be exposed to every phase of the juvenile correctional setting and not limited to their specific assignment area so as to give them a better overview of each discipline and department in the institution.

The Maine Youth Center provides its students with legal aid and assistance through the office of the resident advocate.

Work Release Program. During the past year several students were selected to participate in the Maine Youth Center's Work Release Program. These opportunities are made available through the good will of several local businesses as well as the Cumberland County CETA Program.

An innovation that has taken place this year was the initiation of the Maine Youth Center as a CETA based work site, employing upwards to 25 students in various jobs. Hopefully, this program can be expanded to include each deserving youth with an opportunity for work within the institution futuristically.

Care, Custody and Security. This department, which encompasses cottage life, control units, intensive care units, and the Hayden Special Treatment Unit, as well as athletics and recreation, has, during the past year, continued to experience the excitement and satisfaction of functioning within an ever-improving program. The treatment teams, represented by staff from the various disciplines with which each student is involved, function in an integrated and cooperative manner in the rehabilitation process of each individual student entrusted to the Center's care. Due to the immediate need of a more secure type setting, one cottage was converted to a medium security building for the more disruptive residents.

Cottage Life Units: The cottage life units, under the supervision of a unit director, function as the hub of the Center's total program. Each unit has a regular team which works with the unit director, who is the liaison between various disciplines. The team has become involved in the programming, counseling, and disciplining of the residents. Other staff also have been assigned to the team. These staff are from other disciplines such as Education, Physical Education and Recreation, and, when the need arises, the Psychologist and a Psychiatrist. Accountability on the part of the residents has become an integral part of our program. Each resident is accountable for his/her actions immediately. Our tendency is to be more "Reality Therapy" oriented.

Team Concept: The team concept has increased participation in most programs throughout the institution. The staff through this active participation have become more involved with the total rehabilitation of the residents. The teams were constantly reviewing and, when necessary, suggesting and implementing program adjustment. Over and above the regular weekly meetings, special meetings were called in order that the team might deal with any emergency or special situation which arose. The common essential tool utilized by the team in working with the students was an evaluative process which involved the use of privileges as an integral element in stimulating behavioral change. Off-grounds shopping trips, off-ground movies, work release, Pathfinder Program, weekend leaves and extended leaves which coincided with public school vacations are a few examples of privileges which were available and earned. Each student is assigned to a member of the team who is responsible for tracking that student's individualized program. This tracking system was developed to insure a greater degree of success for each student within his or her individualized program. With the introduction of the female element into the Maine Youth Center, students of both sexes have benefited from an expanded, integrated co-educational program.

Student Committee: The Student Committee, comprised of student representatives and their alternates elected through a democratic process, convenes monthly in order to deal with a wide variety of subjects. The committee contributes to the development and review of the Center's programs and policies and seeks to ensure fair treatment for all students committed to the Center's care.

Control Unit: The Control Unit served as a most important communications, admissions, and dispatch center for the Center. The team concept continued to be an asset to these units as a result of improved communications and increased team recommendations which, in most cases, and after review, were implemented. These areas of responsibility required a defined working order and consistency in handling the numerous and varied problems encountered. The Intensive Care Unit served as a relief valve for the open cottage community by providing accommodations for students who acted in aggressive and/or assaultive types of behavior or who otherwise conducted themselves to the detriment of the programs.

Hayden Treatment Unit: The Hayden Treatment Unit is made up of three closely coordinated and functionally interrelated components: the educational component, the social services component, and the cottage life component. The Unit is different from other more traditional treatment units within the Center, and is able to provide a comprehensive range of "in-house" services, tailored to the needs of each client. A few of the elements utilized within the Hayden Treatment Program are referral and intake processes, development of individualized treatment plans, individual and group therapy sessions, and family therapy sessions. During the past year, the Hayden Unit has extended its services to a number of students on an out-patient basis. It is important to note that the Hayden Treatment Unit extended its services to the female component via an out-patient basis approach. The Hayden Unit Team also provides consulting services to the treatment team of the female cottages.

Security Treatment Unit: The Security Treatment Unit was a recently implemented program which deals primarily with clients who have proven by their own actions that they are unable to function in any of the other existing programs at the Maine Youth Center. Assignment of clients to this unit is made for a minimum period of six weeks in which maximum effort is made to stabilize client behavior in order that they may re-enter other less secure programs within the institution and function in a responsible and accountable manner.

Physical Education: Within the past year, the Center's Department of Physical Education, Recreation, and Athletics has developed a built-in flexibility to the program which can better meet the needs of the students. The broad scope of the program includes such areas as interscholastic athletics, individual instruction, leisure time sports, intramurals, physical education classes, and a varied program of activities such as games, dancing, and in-cottage contests. Aside from regular involvement in outdoor camping activities, staff has been fully trained to participate in the Pathfinder Program. Additional programs have been developed and will continue to be developed to meet the needs of a coeducational program.

Staff Development. The objective of training at the Maine Youth Center is to provide the highest level of service attainable through skilled and confident employees, planned in accordance with the unique purpose, structure and functions of the institution. A major emphasis in staff training and development programs is to provide employees with the knowledge, understanding and experience needed to establish professional and effective relationships with the residents, through the teaching of responsibility; and the application of these skills includes members of the resident's family in the form of counseling. Specific in-service training subject areas include: reality therapy; individual, group and family counseling; approaches to individual clients who have severe family conflicts; sexual abuse within the family; substance abuse counseling; individual case studies; psychological testing; labor contract management; and communications. Other types of training included fire protection and safety and attendance at the Maine Criminal Justice Academy basic corrections course. The professional staff attended seminars, workshops and conferences dealing with areas such as anger; behavior modification; National Youthworker Education Project; National Conference on Juvenile Justice; National Center for Administration of Justice; American Correction Chaplain Workshop; Drug Abuse Treatment; and On Site Technology Transfer Program for Advanced Criminal Justice Projects (California Youth Authority). The staff development effort made at this institution is in compliance with and exceeds the statutory training requirements in its attempt to provide all employees with the necessary knowledge and skills to serve as a catalyst for positive change in preparing the residents for re-entry into the community.

Business Services and Plant Operations. The eight operating units comprising Business Services and Plant Operations include the business office, storeroom, food service, personnel, laundry services, tailor shop, building maintenance and grounds maintenance. As support services, these units have as their basic goal to provide the best possible service to the students and employees of the Center and to provide those services through cost effective measures which are in the best interest of the state.

Students are utilized throughout these services in an effort to teach them good work habits and a sense of responsibility. Some of the services provided which deal directly with the students are canteen operations, clothing, food service training, work assignments. Involving students in these services also provides program involvement and interest by staff of support services.

Rehabilitative Services. During the past year, the Center's Psychology Department continued to expand services in carrying out its mandate to provide all necessary psychological services for each committed student. Diverse and varied programs of psychological services have been developed on the basis of careful studies of emergent psychological needs of the students themselves. The scope of our program has been broadened and challenged due to the ever increasing and at times complex psychosocial needs of the population. Salient features of this work have reflected the Center's concern with each client as a whole person. This has entailed working closely in an integrated fashion with the other departments, teams, committees and aftercare workers of the Center. Utilization of volunteer workers was perhaps the salient example of the effective restructuring and channeling of activities. For a relatively small psychological unit, the Center established a high standard in terms of quality and quantity of work accomplished.

In 1979, the Vocational Rehabilitation (V.R.) Unit, consisting of a counselor and secretary, was headquartered at the Portland Regional Office. Maine Youth Center coverage is one phase of that counselor's caseload. There is a state-wide emphasis by Vocational Rehabilitation to serve the severely handicapped. This results in most of the V.R. clients being served from the Hayden Unit of the Maine Youth Center which tends to have youths with more severe problems. Diagnostic and evaluative services have been rendered for those referred, and further services have been supplied by the V.R. office in the area in which the youth resides, once he/she returned home. The process to serve those youths who are evaluated and found in need of Vocational Rehabilitation services and to overcome physical, emotional or intellectual impairments of a substantial nature, and therapy rendering them able to reach a vocational goal is effected by these services.

The worship services during the 1978-1979 period were provided for all students. Fifty-two Protestant services were held with an average attendance of 55. Special services were held during Thanksgiving, Christmas, Lent, Maundy Thursday, Good Friday and Easter. Six worship services were made up of special music provided by volunteer groups. Two "Faith at Work Weekends" took place involving over 100 students and 50 church volunteers from all denominations. Lay leadership also was provided from the community for worship services and religious education. The chaplain counseled students when family crises occurred, as well as being the contact between the Center and the church community. The chaplain continued his activity in Pathfinders, Community Awareness, Public Relations (40 meetings with churches, civic groups, schools were attended) and Volunteer Services.

Faith at Work. This title covers a large group of people in the State of Maine who, through their religious commitment, have decided to support the Center's work by providing religious leadership, counseling, and education through a medium called "Faith at Work Weekend". Some 25 of these volunteers came to the Center for a specific weekend, Friday through Sunday, to provide music, group work, working one-to-one counseling, friendship, recreation and covered-dish suppers. Two weekends were held this year, one in March and the other in June, the student involvement totalling 100.

Social Service Division. The Maine Youth Center's Social Services Division continues to function in coordinating residential and aftercare programs. Within fiscal limitations and continued stringent interpretations of juveniles' rights, the workers have effected a strong program. The intake-orientation procedure continued to schedule social services and other professional staff to interview and familiarize each new student with the Center, its staff, and its programs. Residential social workers proceeded with their routine of chairing cottage teams, counseling, coordinating emergency and privileged leaves, preparing reports for Reception Staffing and Clinical Services Committee meetings, and communicating with aftercare, parents, and/or interested parties involved with their clients. Their routine includes visiting students assigned to the Intensive Care Unit on a daily basis and those assigned to the intermediate security cottage on a bi-weekly basis, and attending regularly scheduled visiting days.

The up-graded classification process to provide more individualized treatment was implemented and much of this was coordinated through the efforts of the Social Services Division. Contracts continued to be utilized in establishing definite release dates for students, based upon fulfillment and acceptable behavior.

Aftercare workers continued to provide community based clients of the Maine Youth Center with extended services. In addition, the aftercare workers maintained contact with families and community organizations of residential students during their stay. They provided a constant communications link between the Maine Youth Center and the communities.

The provision of medical and dental services for admitted youth was determined by the physical and dental examinations of Robert Hackford, M.D. and Murray Bolduc, D.M.D. The assessment and plan for each student was determined and when applicable consisted of community referrals to Maine Medical Center, Mercy Hospital, Family Planning and other medical specialists. Services to youth that may have been started prior to their committal were continued with respective physicians until care was completed. Pineland Hospital and Training Center provided x-rays, blood work, urinalysis, cultures and pregnancy testing and also root canal work not of an emergency nature for our clients. Each assessment and plan was reviewed. and up-dated as necessary. Individual health care for the prevention of infection and contagion along with the establishment of good health habits was stressed by the medical department. Medications and treatments were administered as prescribed by our attending physician who visited each week for half a day. All facits of special medical attention were recorded in individual medical records kept up-to-date on each client.

Dental health services were available to each admitted client by our dentist who held clinics twice weekly. Appointments were set up by the dental hygienist who x-rayed and charted each client's dental care, stressing the importance of proper oral hygiene and instructing when applicable. Oral surgery appointments were made with Dr. Raymond Label and follow-up through our own dentist. The dental health program continued to be an invaluable health service to each client.

Education. The A.R. Gould School of the Maine Youth Center is accredited by the Department of Education and Cultural Services with the expressed function of providing a full range of educational services to residents to include traditional academic classes, remediation, vocational courses, equivalency diploma, tutoring and testing and general socialization skills. The school's basic role is to reclaim these young people, to reintegrate them into the educational scene as quickly as possible. To facilitate this reintegration and to involve as many students as possible into various programs, an all day school schedule has been adopted. In this way, we are better programmed to meet the needs of the entire population—both male and female. Title I ESEA funding continues to supplement full-time state positions to enhance educational programming and the Bureau of Vocational Education is supplying funding to the Business Education Program via disadvantaged funds. The Maine Youth Center continues to fund a half-time coordinator for a Literacy Volunteer program which is used as an adjunct to the remedial reading program. During the past year the Center came into compliance with P.L. 94-142 by putting into place a Pupil Evaluation Team (PET) and in-servicing all teachers in the writing of Individual Educational Program (IEP). Also during the past year the Center has developed a Career Education program through participation as a demonstration site in a Maine Occupational Information Coordinating Committee (MOICC) project highlighted by use of the Guidance Information System, a computerized program.

In an effort to help teachers become even more effective in working with remedial and reluctant learners, the Maine Youth Center has become involved in a five-year Teacher Corps Youth Advocacy project under the sponsorship of the University of Maine in Orono which will provide teachers with massive in-service educational opportunities.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE YOUTH CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	51,941		52,859		−918	
Bal Brt Fwd— Encumbered	17,278	13,909	2,451		918	
Fees Charged For Services	27		27			
Legislative Approp/Alloc	2,964,171	2,964,171				
Adjustment of Balance Fwd	−9,837	−1,867	−39,378		31,408	
Transfers—Non-Federal $	317,295	317,295				
Transfers—Federal $	140,006				140,006	
TOTAL RESOURCES	3,480,881	3,293,508	15,959		171,414	
EXPENDITURES						
Salaries and Wages	2,674,888	2,560,768			114,120	
State Share of Retirement	321,219	307,764			13,455	
Prof Service, Not By State	70,135	59,410			10,725	
Computer Service, By State	69	69				
Other Prof. Serv., By State	10	10				
Travel Expenses, In-State	21,384	22,640	−1,256			
Travel Expense, Out-State	1,786	1,786				
Operation—State Vehicles	32,531	32,531				
Utilities	99,427	99,427				
Rents	41	41				
Repairs	10,615	1,396	8,905		314	
Insurance	76,427	73,432			2,995	
General Operating Expense	6,867	6,675			192	
Fuel	185	185				
Other Supplies	99,757	99,361			396	
Public Assistance Grants	477	477				
Misc. Grants to Individual	886	886				
Pensions	5,508	5,508				
Buildings & Improvements	2,451		2,451			
Equipment Purchases	10,968	10,968				
Trans. to Gen.-Fund Sta-Cap	1,239		64		1,175	
TOTAL EXPENDITURES	3,436,870	3,283,334	10,164		143,372	

MAINE CORRECTIONAL CENTER

EDWARD J. HANSEN, SUPERINTENDENT

JAMES R. CLEMONS & HAMILTON W. GRANT, Assistant Superintendents

Central Office: *Telephone:* 892-6716
Location: 119 Mallison Sq., So. Windham
Mail Address: 119 Mallison Sq., So. Windham, Maine 04082

Established: 1919 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 14; *Unit:* 205; *Unit Citation:* 34 M.R.S.A., Sect. 811

Average Count—All Positions: 136 *Permanent Legislative Count:* 130

Organizational Units:
Care & Treatment Unit
Custody & Control Unit
Pre-Release Centers
Business Services

PURPOSE: The Maine Correctional Center, formerly known as the Men's Correctional Center, was established for the confinement and rehabilitation of persons under the age of 18 years with respect to whom probable cause has been found under Title 15 Section 2611, subsection 3, who have pleaded guilty to or have been tried and convicted of crimes in the Superior Court and persons over the age of 18 who have been convicted of, or who have pleaded guilty to crimes in the courts of the State, and who have been duly sentenced and committed to the Center. The Center may also accept transfers from the Maine State Prison, Maine Youth Center and County Jails for participation in Center programs.

All persons committed to the Center are detained and confined in accordance with the sentence of the court and rules and regulations of the Center. Provisions for the safekeeping or employment of such inmates shall be made for the purpose of teaching such inmates a useful trade or profession and improving their mental and moral condition. The Superintendent shall have supervision and control of the inmates, employees, grounds, buildings and equipment at the Center.

ORGANIZATION: The Maine Correctional Center at South Windham was established in 1919 as the State Reformatory for Men, administered by trustees. It was originally designed for the incarceration of male offenders for any crime except murder and as a medium security institution with a maximum security capability for short duration confinement. In 1931, the Reformatory was placed under the Department of Health and Welfare, and in 1939, under the Department of Institutional Service which, in 1959, became the Department of Mental Health and Corrections. The Reformatory was renamed the Men's Correctional Center in 1967 when it was placed under the Department's newly-created Bureau of Corrections. On April 13, 1976 a law was enacted which changed the name to the Maine Correctional Center and combined the Women's Correctional Center and the Men's Correctional Center together on the grounds of the Men's Correctional Center in South Windham making this Center co-educational.

PROGRAM: The program of the Maine Correction Center has several facets.

Care, Treatment, Custody and Security. The merger of the Women's and Men's Correctional Centers was perpetrated while attempting to retain the most effective services of both programs. By Statute and by program desire, the housing facilities for the men and women are separate. Through classification, resident needs are identified and consequently programs have been developed to meet these needs. The Center has medical, dental and nursing services. Presently there is a nurse in residence during most of the resident population's waking hours. Consulting psychological services are currently available two days per week and consulting psychiatric services are provided one day per week.

Religious and Educational Theology Programs. These services are offered by a full time Protestant Chaplain and a Catholic Priest who aid considerably to the treatment program. During the summer months, this program is greatly enhanced by a Clinical Pastoral Training Program which offers the institution a great deal of general counseling and guidance expertise. Up to six clergy, on an intern basis, are at the Correctional Center for this training program. During the year, special programs are offered by various religious groups within the community providing further enrichment to this program.

In addition there is an active Alcoholics Anonymous (AA) Program at the Maine Correctional Center which is co-educational. A staff advisor acts as general coordinator. This program strives to meet the needs of those residents who have alcoholic and drug related problems.

Education Program. This program has a teacher-principal and two academic teachers who are State funded, and three academic teachers who are federally funded. These staff people operate programs pertaining to High School Equivalency, Developmental Reading, and Tutorial (for completion of High School Diplomas). They also teach courses which better enable the resident to use community resources upon his return to society; for examples Consumer Education, Career Awareness, Developmental Reading and Distributed Education. Academic programs strive to develop a curriculum to meet the needs of the individual, not only in subject area, but also in developing a learning setting which will motivate and enable the resident to use his/her full capabilities. There are eight (8) Vocational Trades Instructors, five (5), of whom are State paid and three (3), of whom are federally funded. Having these instructors enables the Center to offer Welding, Graphic Arts, Building Trades, Front-End Alignment, Electricity, Small Engine and Automotive Repair, Pre-Vocational Training, Leather Crafts and Shoe Stitching classes.

Classification Committee. This Committee utilizes the community when a need can apparently be better met there than in the Institution. Once it is determined that the individual resident has no known problem areas which could be of danger to the society and can accept the responsibility of being in the community, the resident, upon approval, may be placed on a paying job through Work Release. Or, the resident may be placed in the community for educational purposes on the Study Release Program and housed either at the Center or a pre-release or a county jail, or may be granted short-term residential release under the supervision of Division of Probation and Parole. The Furlough Program also allows the Center, for specific reasons, to allow the residents to be in the community for limited periods of time.

Recreation. The Recreation Department is making use of community recreational resources which help to normalize the institutional program and better enable the resident, once he/she has returned to the community, to know how to properly use these resources on his/her own. A new gymnasium was completed and opened for use early in 1979.

Housing Areas Program. A male resident may move through a program of housing areas. They are specifically designed programs integrated through each housing area which offers more responsibility and freedom to the resident as he progresses through them. The correctional officer staff is responsible for determining with the resident, his needs and moving the resident to the area in which these needs can best be met, and helping him to meet the standards and living conditions of that area and move to another area which will further broaden his capability of making social adjustments so once he returns to the community he will be better able to be socially accepted in society.

Each week an evaluation is done on each resident by each staff member in the housing areas and the resident signs the evaluation once he has seen it and discussed the evaluation with the staff person. These evaluations are used to determine if the resident is ready to move on to another living area and they are, many times, used at the Parole Board hearings as documentation of a resident's development or lack of development. This system allows both staff and residents in a living area to evaluate their relationship and points the direction the resident should take enabling further program development. A special treatment unit has been established to house residents who are unable to function in the Center's main population for various reasons. A team concept is employed and the treatment team is comprised of line correctional officers, a chaplain, a psychologist and an administrator. Weekly meetings are held and the problems of the unit are discussed. The approach has greatly improved the ability to identify and meet the varying individual needs of these residents housed in the special treatment unit. The various dormitories, cell block, cottage areas and pre-release units allow the institution to have a head count of 194.

The Southern Maine Community Correctional Center (male pre-lease unit) has proved invaluable to the over-all program of the Center and serves as a work-release, education-release unit, with a bed capacity of 33. Percentage of occupancy has averaged 99% during the year.

The Central Maine Pre-release Center was established in the Stevens building of the former Stevens Correctional Center in Hallowell on May 30, 1979. Presently it provides additional housing for selected short term inmates in pre-release status. A second floor will open in the fall of 1979 to house inmates screened for community work release. When fully operational the inmate capacity will be thirty-three (33).

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CORRECTIONAL CENTER	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	71,433		77,291		—5,858	
Bal Brt Fwd— Encumbered	22,085	16,227			5,858	
Fees Charged For Services	1,852		1,852			
Legislative Approp/Alloc	2,290,536	2,290,536				
Adjustment of Balance Fwd	—3,687	—137	—65,943		62,393	
Transfers—Non-Federal $	401,773	393,773	8,000			
Transfers—Federal $	143,316				143,316	
TOTAL RESOURCES	2,927,308	2,700,399	21,200		205,709	
EXPENDITURES						
Salaries and Wages	1,858,292	1,754,749	8,516		95,027	
State Share of Retirement	224,447	212,353	1,180		10,914	
Prof Service, Not By State	94,400	89,626			4,774	
Computer Service, By State	138	138				
Other Prof. Serv., By State	42	42				
Travel Expenses, In-State	1,879	1,879				
Travel Expense, Out-State	5,600	5,148			452	
Operation—State Vehicles	23,207	23,207				
Utilities	73,896	73,808			88	
Rents	2,482	2,482				
Repairs	5,831	5,831				
Insurance	57,369	54,379	318		2,672	
General Operating Expense	8,643	8,643				
Other Supplies	81,457	79,204	48		2,205	
Grants to Pub. & Priv. Orgs	1,200		—6,000		7,200	
Pensions	9,369	9,369				
Equipment Purchases	15,504	10,532			4,972	
Trans. to Gen.-Fund Sta-Cap	1,208		11		1,197	
TOTAL EXPENDITURES	2,464,964	2,331,390	4,073		129,501	

STATE PRISON

RICHARD M. OLIVER, WARDEN
LARS HENRIKSON, Deputy Warden
JOSEPH SMITH, Deputy Warden

Central Office: *Telephone:* 354-2535
Location: Thomaston, Maine
Mail Address: State Prison, Box A, Thomaston, Maine 04861

Established: 1823 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 14; *Unit:* 206; *Unit Citation:* 34 M.R.S.A., Sect. 551

Average Count—All Positions: 195 *Permanent Legislative Count:* 206

Organizational Units:
Bolduc Unit
Bangor Pre-Release Center

PURPOSE: The State Prison was established to confine convicted offenders and to provide correctional treatment and rehabilitation programs designed to prepare such offenders for eventual release. The institution is responsible for the custody, control, employment and government as provided by law of adult male offenders lawfully committed to the prison. In addition, the prison may establish vocational training programs and transfer inmates to the State Prison Bolduc Unit at South Warren to participate in work or educational release programs outside the institution. A similar unit is located at Bangor Mental Health Institute called the Bangor Pre-Release Center.

ORGANIZATION: The State Prison at Thomaston was opened officially in July, 1824, to serve as a penitentiary where convicts were sentenced to hard labor for life or for any term of time not less than one year. Additions to the prison were built in 1828 and 1843, and after a fire in 1850, an expanded prison was completed in 1854. In 1923, the prison was again destroyed by fire and replaced with the present structure in 1924.

The prison has always been a maximum security facility for adult felons. Women were sentenced to the institution until 1935 when they were transferred to the Women's Correctional Center in Skowhegan. Until 1970, the prison was partially supported by a farm in South Warren which was destroyed that year by fire. The former barracks at South Warren now serve as the State Prison Bolduc Unit.

The prison was initially administered by a warden and inspectors and later (1917) by a Board of Prison Commissioners. In 1931, the prison was placed under the Department of Health and Welfare, and in 1939, under the Department of Institutional Service which in 1959, became the Department of Mental Health and Corrections. The prison was assigned to the department's Bureau of Corrections in 1967.

On April 18, 1978, the official name of the minimum security unit was changed to the Ronald P. Bolduc Unit in honor of Ronald P. Bolduc, a long time employee of the Bureau of Corrections.

PROGRAM: The State Prison continued to pursue its long-range plans, utilizing goals and objectives established at the institutional level as a yearly action schedule to establish a comprehensive and cohesive program of individualized treatment to meet the needs of offenders.

Internal Programs. The emphasis on development and delivery of more effective services has continued this fiscal year.

Vocational and educational courses, including college-level courses in cooperation with the University of Maine at Augusta, have increased offenders' employment opportunities upon release. The core of the advanced vocational training are courses in the areas of automotive mechanics and the construction trades administered by the Department of Manpower Affairs. Each trainee is allotted a weekly allowance of $30, provided that he works a full work week. Every trainee is required to save two-thirds of his weekly allowance. These savings are turned over to the resident upon release, and are used mainly to purchase the tools of his newly-learned trade. The institution also provides a High School Equivalency Program, literacy training, and enrichment courses at the main prison and at the Bolduc Unit as part of the overall educational program.

An intake committee, a furlough committee, and a work release classification board assist individual residents to develop a program. They then monitor and evalute this program and the progress made throughout incarceration. These committees are composed of a cross-section of staff representing custody, care and treatment, and industrial personnel. They make recommendations concerning furloughs, placement in various community educational and work release programs, and minimum security assignments.

Prison Industries. The Prison Industries have continued to be the nucleus of the work program inside the main prison. The value of the Industrial Program should be considered for the vocational and educational benefits given to some 150 inmates assigned to the program. Any other programs that might be established for these inmates would result in higher costs to the State. We are still vigorously striving to obtain orders for productions of items for use by other departments of State government.

Community Programs. The Legislature, recognizing that 95% of all offenders will return to their parent community upon release, enacted statutes to provide for rehabilitative community release programs. At the State Prison, these include furloughs, work and educational release and participation in cultural and recreational activities. The furlough program was completely revamped during October, 1973, through the implementation of new guidelines for eligibility and limitations. Since that time, there have been 8,824 furloughs granted, with only 33 escapes and 10 new crimes committed by persons on furlough.

The Bolduc Unit, formerly the farm barracks located in South Warren, has served since October, 1972, as a community pre-release center. Men are transferred to this unit prior to placement in community programs. A second work release center opened in March, 1974, at the Bangor Mental Health Institute. These units, together with contractual arrangements with halfway houses and county jails, enable about one-seventh of the population to participate in work release. This means that besides paying room and board, taxes were paid to both the federal and State Government. During the fiscal year of 1979 (July 1, 1978 to June 30, 1979) residents from Maine State Prison have, while on work release programs, earned gross wages of $203,215, paid in Federal taxes $16,756, State taxes $2,172, rent and transportation $24,327. Balances of wages have gone into family support, savings and personal expenses.

Educational release included placement at State and Private Colleges and the University of Maine as well as business and technical schools.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PRISON	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
RESOURCES						
Bal Brt Fwd—Unencumbered	5,214		2,736		2,478	
Bal Brt Fwd— Encumbered	14,465	12,233				2,232
Interest/Investment/Rents	1,814					1,814
Revenue—Private Sources	802		802			
Fees Charged For Services	189,763					189,763
Receipts From Other Funds	9,611					9,611
Legislative Approp/Alloc	3,194,857	3,194,857				
Adjustment of Balance Fwd	—603	—307	—2,990		2,694	
Transfers—Non-Federal $	592,296	561,482	30,700		1	113
Transfers—Federal $	16,796				16,796	
TOTAL RESOURCES	4,025,015	3,768,265	31,248		21,969	203,533
EXPENDITURES						
Salaries and Wages	2,559,742	2,470,939	2,908		14,066	71,829
State Share of Retirement	475,710	465,517	292		1,379	8,522
Prof Service, Not By State	200,025	190,190	8,203		1,001	631
Other Prof. Serv., By State	361	316				45
Travel Expenses, In-State	5,067	4,962				105
Travel Expense, Out-State	2,715	1,330			1,270	115
Operation—State Vehicles	36,948	35,709	—948			2,187
Utilities	128,549	126,890				1,659
Rents	1,380	1,380				
Repairs	10,916	7,717				3,199
Insurance	73,562	69,202	74		298	3,988
General Operating Expense	81,412	80,224			446	742
Other Supplies	202,776	189,800	6		140	12,830
Depreciation	13,426					13,426
Grants to Pub. & Priv. Orgs.	—500	—500				
Pensions	32,305	32,305				
Equipment Purchases	34,287	24,426				9,861
Structures & Improvements	33,184	33,184				
Chgs. to Asset/Liab. Accts.	107					107
Trans. Bond Fund	—19					—19
Trans. to Gen.-Fund Sta-Cap	2,081	—370	—22		672	1,801
TOTAL EXPENDITURES	3,894,034	3,733,221	10,513		19,272	131,028

OFFICE OF ADVOCACY (MH & C)

CARROLL M. MACGOWAN, CHIEF ADVOCATE

Central Office: *Telephone:* 289-3161
Location: State Office Bldg., Augusta *Floor:* 4
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 14; *Unit:* 207; *Unit Citation:* 34 M.R.S.A., Sect. 1A

Average Count—All Positions: 6 *Permanent Legislative Count:* 7

PURPOSE: The Office of Advocacy is established within the Department of Mental Health and Corrections to investigate the claims and grievances of clients of the Department. The Office also advocates for compliance, with all laws, administrative rules and regulations, and institutional and other policies relating to the rights and dignity of these clients, and acts as a monitor of restrictive and intrusive treatments.

ORGANIZATION: The function of advocacy began in 1972 with the appointment of institutional resident representatives at the Augusta and Bangor Mental Health Institutes, the Maine Youth Center and a Patient-Inmate Representative located in the Department's Central Office. This was a function created administratively. In 1975 the 107th Legislature created the "Office of Advocacy" by passing legislation mandating its functions statutorily.

At the present time the Office of Advocacy consists of advocates at the Augusta Mental Health Institute and Bangor Mental Health Institute, Maine Correctional Center/Maine Youth Center, Pineland Center and two Community Advocates serving the Bureau of Mental Retardation clients. The Chief Advocate also serves as advocate at the Maine State Prison. Furthermore, the Office of Advocacy provides legal services to individual clients in institutions administered by the Department who are experiencing specific legal problems which result from their inability by freedom of movement to deal effectively with those problems.

PROGRAM: The Office of Advocacy during FY 79 has been actively involved in receiving and investigating complaints from clients in institutions and the community. Currently the Office of Advocacy is handling approximately 4800 complaints yearly.

The Office has also participated in policy formation and review and in the legislative process to address the need for increased attention to client rights and client service issues. The Office has also been active in informing interested citizens of the rights and needs of clients of the Department and has trained and assisted service providers in methods to secure and protect clients' rights.

PUBLICATIONS:

Pineland Center Clients' Rights Handbook—free from Client Advocate, Pineland Center, Box C. Pownal, Maine 04069.

Patients' Rights at Augusta Mental Health Institute—free from Patient Advocate, Augusta Mental Health Institute, P.O. Box 74, Augusta, Maine 04330

Patient Rights at Bangor Mental Health Institute (in French/English)—free from Patient Advocate, Bangor Mental Health Institute, P.O. Box 926, Bangor, Maine 04401

Rights of Mentally Retarded Persons (Summary of (34 MRSA c. 186-A))—free

FINANCES, FISCAL YEAR 1979: This unit is not authorized to receive or expend funds.

STATE PAROLE BOARD

DAVID REDMOND, CHAIRMAN
RAYMOND K. CONIFF, Secretary

Central Office: *Telephone:* 289-2711
Location: Room 411, State Office Bldg., Augusta *Floor:* 4
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 14; *Unit:* 208; *Unit Citation:* 34 M.R.S.A., Sect. 1551

Average Count—All Positions: 2 *Permanent Legislative Count:* 2

PURPOSE: The State Parole Board was established to rehabilitate and restore persons convicted of crime to useful membership in society by offering the institutionalized convict the opportunity to make good on his own outside prison walls. The primary responsibilities of the Board are to determine the time of parole for each inmate and prisoner or to revoke parole when warranted due to parole violation. The Board also determines the time of discharge of parolees from parole supervision and formulates policies, adopts regulations, establishes procedures, and advises concerning pardons when requested by the Governor.

ORGANIZATION: The State Parole Board, created in 1931 under the name of Parole Board, originally consisted of three members: the Commissioner of Health and Welfare and any two members of the Executive Council designated by the Governor. From 1931 to 1939, the Board was under the Department of Health and Welfare, and from 1939 to 1957, under the Department of Institutional Service. In 1957, the Parole Board was abolished and its duties were assumed by the State Probation and Parole Board. When the Department of Institutional Service became the Department of Mental Health and Corrections in 1959, the Board was placed within the Department. In 1967, a Division of Probation and Parole was created within the Department's Bureau of Corrections to administer probation and parole services in conjunction with the Board's parole duties. The Board was redesignated State Parole Board in 1971, to consist of five members appointed by the Governor, for terms of four years. The Board elects its own chairman and meets at least once each month and may meet as often as necessary.

PROGRAM: The State Parole Board hears cases at the Maine State Prison and the Maine Correctional Center to determine when inmates should be released on parole, when they have committed violations of parole, how much violation time should be served, if any, and when a prisoner or inmate is to be discharged.

Parole Board Action
for Fiscal Year 1978-1979

	Number	*%*
Paroled	92	53%
Paroled & Discharged	19	11%
Denied Parole	50	29%
Continued (resolved)*	(34)	—
Continued pending	12	7%
Total Parole Eligible	173	100%
Early Discharges Granted	17	
All Other	42	
Parole Violators	57	

During fiscal year 1978-1979, the Parole Board met 22 times and considered a total of 289 cases; 173 were inmates who were eligible for parole consideration, 57 Parole violators; 29 early discharge requests and 30 cases were requested for early discharges which were not granted or review of existing parole plans or programs.

*The Board continued 46 cases, 34 of those were resolved by the end of the fiscal year and are reflected in the figures above.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE PAROLE BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	41,289	41,289				
Transfers—Non-Federal $	1,446	1,446				
TOTAL RESOURCES	42,735	42,735				
EXPENDITURES						
Salaries and Wages	27,771	27,771				
State Share of Retirement	2,675	2,675				
Prof Service, Not By State	975	975				
Travel Expenses, In-State	1,292	1,292				
Travel Expense, Out-State	65	65				
Utilities	777	777				
Repairs	35	35				
Insurance	358	358				
General Operating Expense	2,043	2,043				
Other Supplies	119	119				
TOTAL EXPENDITURES	36,110	36,110				

MILITARY AND NAVAL CHILDREN'S HOME

ELIZABETH J. DUNTON, SUPERINTENDENT

Central Office: *Telephone:* 443-4251
Location: 103 South Street, Bath
Mail Address: 103 South Street, Bath, Maine 04530

Established: 1866 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 14; *Unit:* 209; *Unit Citation:* 34 M.R.S.A., Sect. 2951

Average Count—All Positions: 13 *Permanent Legislative Count:* 13

PURPOSE: The Military and Naval Children's Home is declared to be a state institution, the purpose of which is the shelter and care of children of this State who are in need of it due to one or more of the following reasons: lack of appropriate alternative shelter and care, potential or actual abuse or neglect, or family crisis and upheaval, preference being given to the children of veterans of Maine who have served in the various wars in which the United States has been engaged. Subject to the approval of the Superintendent, a child may be allowed to remain in the Home beyond the age of eighteen to complete all or a part of an educational or training program.

ORGANIZATION: The Military and Naval Children's Home, originally called the Children's Asylum, was founded in 1864, near the close of the Civil War, by Mrs. Sarah Sampson in fulfillment of a promise to provide care for orphaned children of Civil War veterans. It was then located in a small house on Walker Street in Bath and had an enrollment of two children. The Home was established as a State institution called the Bath Military and Naval Orphan Asylum by a Private and Special Law of 1866, and until 1929, supervision of the Home was vested in Trustees. In 1869, the Trustees purchased the current residence on the corner of South and High Streets from William Rogers for $10,000. Due to increased requests for admission from throughout the State, the Legislature, in 1873, granted the Orphan's Association $15,000 and the Home became a dual institution. The Home received its present name in 1929 when it was placed under the Department of Health and Welfare, and in 1939, it was transferred to the Department of Institutional Service which became the Department of Mental Health and Corrections in 1959.

PROGRAM: During FY 79, the average daily number of children in residence at the Military and Naval Children's Home was 27. The children attend the Bath public schools, are active in community programs, go to summer Y camp, have their friends visit, work around the community cutting lawns and generally live as they would in their own homes, except that the family that they are living in is a larger one. The Home and its staff serve as parents and guardians of the children, providing for all their usual needs such as dental care, medical services and everything that a family provides for its children.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MILITARY AND NAVAL CHILDREN'S HOME	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	121		121			
Bal Brt Fwd— Encumbered	266	266				
Legislative Approp/Alloc	144,518	144,518				
Transfers—Non-Federal $	32,288	22,288	10,000			
TOTAL RESOURCES	171,193	167,072	10,121			
EXPENDITURES						
Salaries and Wages	134,545	134,545				
State Share of Retirement	16,220	16,220				
Prof Service, Not By State	920	920				
Travel Expenses, In-State	35	35				
Operation—State Vehicles	520	520				
Utilities	6,078	6,078				
Repairs	219	219				
Insurance	2,335	2,335				
General Operating Expense	633	633				
Other Supplies	5,432	5,389	43			
Pensions	182	182				
Buildings & Improvements	1,751		1,751			
Equipment Purchases	8,206		8,206			
TOTAL EXPENDITURES	177,076	167,076	10,000			

HEALTH FACILITIES COST REVIEW BOARD

EDWARD F. GORHAM, CHAIRMAN
ROBERT K. CLARKE, Executive Director

Central Office: *Telephone:* 289-2814
Location: 6 Wabon Street, Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: July 1978 *Sunset Termination Scheduled to Start by:* July 1, 1982

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 90; *Unit:* 202; *Unit Citation:* T22 Sect. 353

Average Count—All Positions: 1 *Permanent Legislative Count:* 0

PURPOSE: The purposes of the Health Facilities Cost Review Board are to: (1) Establish a uniform system for reporting health care information; (2) Review and comment on the budget of any hospital which is not a member of a voluntary budget review organization; (3) Monitor the activities of any voluntary budget review organization; (4) Carry out studies relating to the costs of health care services; and (5) Report annually to the Legislature on the status of the costs of health care services and recommend mechanisms to control these costs.

ORGANIZATION: The board consists of 10 members appointed by the Governor, and subject to review by the Joint Standing Committee on Health and Institutional Services. They include the Commissioner of the Department of Human Services or his designee, the Superintendent of the Bureau of Insurance or his designee, one member from a list of 3 names submitted by the Maine Hospital Association, one member from a list of 3 names submitted by the Maine Health Care Association, one member who has at least 5 years experience in the field of health insurance or in the administration of a health care service plan and 5 consumers. The board is authorized to employ an executive director and other staff as it deems necessary.

PROGRAM: Although the board was created by law in 1978, appointments were completed and an executive director retained only in June of 1979. The goals of the agency during its first year include monitoring the activities of any voluntary budget review organization, reviewing any hospital budget submitted, establishing a uniform system for reporting health care data, establishing procedures for the release of health care data and reporting to the Legislature on the status of health care costs. In addition to these short-term goals, studies of some components of health care costs will be initiated during the present year.

LICENSES, PERMITS, ETC.:

The board is authorized to approve voluntary budget review organizations according to criteria included in the Health Facilities Information Disclosure Act. The board may also designate an organization as an independent data organization for the purpose of collecting, storing and retrieving health care information.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

HEALTH FACILITIES COST REVIEW BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	50,000	50,000				
TOTAL RESOURCES	50,000	50,000				
EXPENDITURES						
Salaries and Wages	650	650				
Prof Service, Not By State	2,278	2,278				
Travel Expenses, In-State	82	82				
General Operating Expense	945	945				
TOTAL EXPENDITURES	3,955	3,955				

MAINE CORRECTIONAL ADVISORY COMMISSION

JOSEPH JABAR, CHAIRMAN

Central Office: *Telephone:* 289-1156
Location: State Office Bldg., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 92; *Unit:* 047; *Unit Citation:* 34 M.R.S.A., Sect. 525A

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The major duties of the Maine Correctional Advisory Commission are to act in an advisory capacity to the commissioner and to the Director of the Bureau of Corrections in assessing present programs, planning future programs and in developing on-going policies to meet the correctional needs of the State of Maine. To this end, the commission regularly advises the executive, legislative and judicial branches of government concerning correctional policy and issues a report containing the results of its studies to the Legislature, the Governor and the commissioner on December 31st of each year. The commission shall meet as often as necessary at the discretion of its chairman, and shall adopt its own rules of procedure to carry out its duties.

ORGANIZATION: The Maine Correctional Advisory Commission, composed of 12 members, consisting of one member from the House of Representatives appointed by the Speaker of the House and one member from the Senate appointed by the President of the Senate, and 10 representative citizens, appointed by the Governor, including at least one full-time nonadministrative employee from the correctional system and at least one former inmate of the correctional system. The Governor designates the chairman, and appointments are made for terms of 3 years. Each member of the commission may receive his actual and necessary expenses incurred in the performance of duties pertaining to his office. In addition, the commission shall be authorized to receive public and private grants to aid in defraying the costs of its operation.

PROGRAM: Throughout the calendar year, the commission studied the policies and program of the Bureau of Corrections and issued a report to the Governor, Legislature and Commissioner of Mental Health and Corrections as required by statute.

PUBLICATIONS:
Annual Report issued 12/31/75 (paid for by Paul Elkins)
Annual Report issued 12/31/76 (the commission itself has no funds for photocopying
Annual Report issued 12/31/77 and mailing)

FINANCES, FISCAL YEAR 1979: This unit is not authorized to receive or expend funds.

STATE PLANNING AND ADVISORY COUNCIL ON DEVELOPMENTAL DISABILITIES

GREGORY SCOTT, CHAIRPERSON
CAROL LENNA, Planning Coordinator

Central Office: *Telephone:* 289-2711
Location: State Office Bldg., Augusta *Floor:* 4
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 92; *Unit:* 050; *Unit Citation:* 34 M.R.S.A., Sect. 2614

Average Count—All Positions: 3 *Permanent Legislative Count:* 0

PURPOSE: The purpose of the State Planning and Advisory Council on Developmental Disabilities Services Facilities Construction is to serve as an advocate for persons with developmental disabilities. In implementing this purpose the Council supervises the development of, and approves the State plan; monitors and evaluates the implementation of this State plan; reviews and comments on all State plans in the State which relate to programs affecting persons with developmental disabilities; and submits to the Secretary, Department of Health, Education, and Welfare, through the Governor, such periodic reports on its activities as the Secretary may reasonably request.

The Council is the vehicle through which Maine receives assistance and meets the eligibility requirement for the Act entitled "Developmental Disabilities Facilities and Services Construction Act of 1970" enacted on October 30, 1970 by the United States Congress, and amended by the Developmental Disabilities Assistance and Bill of Rights Act of 1975, enacted by Congress on October 4, 1975.

ORGANIZATION: The Council has a chairperson appointed by the Governor, a Vice-chairperson elected by the Council and 6 standing committees. These committees are the Executive Committee, Project Review Committee, Data Gathering and Planning Committee, Monitoring and Evauation Committee, Regional Committee Sub Committee, and U.A.F. Committee. The Council also has ad hoc committees which are designed to accomplish specific short term tasks. Additionally, the Council has a regional committee structure which includes consumer, private agency, and State agency representatives in each of the 6 regions utilized by the Bureau of Mental Retardation.

PROGRAM: The State Planning and Advisory Council conducts annual planning efforts involving the Regional Developmental Disabilities Committees with the express purpose of establishing service and administrative priorities and a design for implementing those priorities for the current fiscal year. In FY 77, the Council established a new grant funding system which emphasizes Regional Committee comment, project self-evaluation, and measureability of goals and objectives. This grant system has now been turned over to the Bureau of Mental Retardation, Department of Mental Health and Corrections as the Council continues its emphasis on program planning, monitoring, and accountability.

PUBLICATIONS:
1976 State Plan "New Directions for Maine's Developmentally Disabled"
Developmental Disabilities Formula Funds Program Evaluation
1977 State Plan "State Plan of the Developmental Disabilities Planning Council"
1978 State Plan "State Plan on Developmental Disabilities for Maine"
1979 State Plan "State Plan on Developmental Disabilities for Maine"

FINANCES, FISCAL YEAR 1979: 34 MRSA Sect 2614 paragraph 2 provides that expenditures of this unit, which amounted to $241,097 in FY 79, shall be borne by the Bureau of Mental Retardation and are, therefore, included in its financial display.

MAINE COMMISSION FOR WOMEN

RUTH C. JOSEPH, CHAIRPERSON

Central Office: *Telephone:* 289-3418
Location: State Office Bldg., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1964 *Sunset Termination Scheduled to Start by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 92; *Unit:* 166; *Unit Citation:* 5 M.R.S.A., Sect. 7021

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: In simplest possible terms the Commission's purpose is to act in a watchdog capacity over the needs and opportunities, or lack thereof, of all Maine women; to research and to educate the general public and private organizations; to start or carry on activities to fill the needs of women; to advise and counsel the Governor and Legislature on these same matters; and to encourage women to seek governmental elective and appointive positions.

ORGANIZATION: The Maine Commission for Women was originally the Advisory Council on the Status of Women which was created by Executive action in 1964 under the name of Governor's Commission on the Status of Women. It received the name Advisory Council on the Status of Women in a Private and Special Law of 1967, and has been reactivated biennially by the Legislature since that time. Although the Commission was placed within the Department of Human Services by State Government reorganization legislation of 1973, it continued to operate as a quasi-independent agency, serving most directly the Governor and the Legislature. The Commission was again reactivated by Private and Special Law in 1975.

The name of the Council was changed by law in June 1976 to the Maine Commission for Women. Part of the rationale for the name change was to keep the Maine Commission for Women in line with the other state Commissions for Women. There is a National Commission for Women, also, which operates under the Executive Branch of the Federal Government.

The Commission consists of 17 members, consisting of 9 appointed by the Governor, 4 appointed by the President of the Senate, and 4 appointed by the Speaker of the House. The Governor selects a Chairperson and a Vice-Chairperson who serve a one-year term.

PROGRAM:

This year the Maine Commission for Women has selected as its theme "Women in Employment-In and Out of the Home". This theme emphasizes respect for the rights of women to choose careers within the home or in the marketplace. It emphasizes the fact that women all work, and that all work is important. It urges full recognition—legally, socially, and economically for whatever work women may choose, whether full or part-time, by choice or from necessity.

Within this framework there are Commission sub-committees now at work.

Research. The major project is a study and analysis of women in employment in Maine. In cooperation with and with funding from the Department of Manpower Affairs, the Commission has employed a title research analyst who will produce two reports. One will be a comprehensive presentation of the status of women in the Maine workforce, written as an aid to employers who are attempting to implement affirmative action plans. The second will be a handbook for women—"What You Should Know About Working In Maine" to assist women in Maine who are preparing to enter or reenter the labor force, who are currently employed or recently unemployed.

Talent Bank. The Talent Bank file contains the names and background summaries of women who wish to be appointed to serve on various boards and commissions in Maine State government. The file has been updated. It contains the names of hundreds of women with outstanding backgrounds. The Commission has begun a monthly check of upcoming state appointments. The appropriate applications are sent to the appointing authorities and memos are mailed to those applicants telling them that their applications have been submitted.

A project is underway to compile a list of all women serving on boards and commissions, and to analyze the representation of women in these positions. A long range goal is to extend availability of Talent Bank information to other levels of State government and to local and county positions.

The Commission has been active in urging the appointments of excellent candidates who are women to all levels of government.

Winning with Women. The Commission sponsored the third workshop for women who are interested in seeking elective office. Workshops of special interest to those running for local government and school boards were added to the agenda which had formerly included emphasis in seeking legislative and higher governmental offices.

Legislation. On the state level, there were very few bills dealing with womens' issues considered in this the first, Second Regular Session of the Maine Legislature. The Commission monitored all of them, supported one, opposed none.

The Commission continued active oversight of the Displaced Homemakers Bill was passed in the First Regular Session through an exchange of information with the Displaced Homemakers Council.

On the federal level, the Commission informed the Maine Congressional Delegation of their support for Public Financing of Congressional Campaigns, the concepts in President Carter's Veterans Preference Bill, and urged passage of extension of time for ratification of the Equal Rights Amendment.

International Women's Year (IWY). Because resolutions passed at the Maine IWY Conference in Bangor are an expression of the interest of a large number of Maine women, and they are the only such expression available, the Commission appointed a subcommittee to study them, and to make recommendations for referring them to organizations (including the Commission) which would assume responsibility for attempting to guide them to implementation.

Information Center. Another segment of the Commission's program is providing information and services to groups and individuals both within and outside Maine on matters related to women. The Commission is called upon for data on the status of women in Maine, for job referrals, for references for further information on specific matters, and for resources for workshops and conferences. It is the immediate goal of the Commission to respond adequately to as many of these requests as possible within the constraints of money and staff-time available. It is the long range goal to encourage a cooperative working relationship among the major women's groups in Maine so as to develop an informational network and service or clearinghouse unit. Miscellaneous expenses are covered by the Commission's budget. One full time staff assistant position (shared by two women) is funded by CETA.

PUBLICATIONS:

Legal Rights of Maine Women, published by Maine Commission for Women. Seventeen chapters in easy to read, question and answer form covering the laws most frequently encountered by or most important to women. $1.00 donation per copy. For group request: 50- per copy plus actual mailing costs.

Legal Status of Homemakers in Maine, published by National Commission on the Observance of International Women's Year. Copies available for on-location use at the Maine Commission for Women office, Room 503, State Office Building, Augusta, Maine 04333.

Handbook For and About Working Women in Maine, published jointly by the Maine Commission for Women and the Department of Manpower Affairs. $1.00 donation per copy.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE COMMISSION FOR WOMEN	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	2,861		2,861			
Bal Brt Fwd— Encumbered	881	650	231			
Fees Charged for Services	737		737			
Legislative Approp/Alloc	2,500	2,500				
Adjustment of Balance Fwd			−2,968		2,968	
Transfers—Federal $	2,375				2,375	
TOTAL RESOURCES	9,354	3,150	861		5,343	
EXPENDITURES						
Prof Service, Not By State	4,867	340			4,527	
Travel Expenses, In-State	111	111				
Utilities	767	767				
Repairs	20	20				
Insurance	1	1				
General Operating Expense	1,964	1,465	191		308	
Other Supplies	137	128			9	
Trans to Gen-Fund Sta-Cap	861		363		498	
TOTAL EXPENDITURES	8,728	2,832	554		5,342	

MENTAL HEALTH ADVISORY COUNCIL

CHASE WHITTENBERGER, DIRECTOR, BUREAU OF MENTAL HEALTH
SALLY HAGGETT, COUNCIL CHAIRMAN

Central Office: *Telephone:* 289-2711
Location: State Office Bldg., Augusta *Floor:* 4
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1977 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 92; *Unit:* 196; *Unit Citation:* 34 M.R.S.A., Sect. 2003

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Mental Health Advisory Council was statutorily created to assist in carrying out the purposes of the Bureau of Mental Health. Essentially it functions as an advisory group to the Bureau.

ORGANIZATION: In 1977, 34 M.R.S.A., Section 2003, (the legislation which created the Committee on Mental Health) was repealed and in its place a new Section 2003 was enacted providing for a Mental Health Advisory Council consisting of 30 members appointed by the Governor for 3 year terms. The Council selects its own chairman, is comprised of at least 60% non-providers of mental health services, and meets bi-monthly.

PROGRAM: The Council meeting agendas encompass matters involving policy and broad program issues. It expresses community opinions about actions to be taken by the Bureau of Mental health, establishes policy decisions on governmental vs. private nonprofit and institute vs. community-based auspices of services, principles of charging patients fees for service, legislative issues, service development and improvement priorities and other related issues. The Council is informed of major problems and makes suggestions for their resolution, and they also advise the Commissioner on the development of the state mental health plan.

During 1979, the Mental Health Advisory Council visited both Institutes, Bangor Mental Health and Augusta Mental Health. The updated mental health plan was reviewed and approved and legislation concerning funding, community mental health services, and patients' rights was drafted. The Council plans to host a fall workshop to identify the key issues and priorities in the state's mental health system.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: This unit is not authorized to receive or expend funds.

MAINE MEDICAL LABORATORY COMMISSION

HOWARD E. LIND, Ph.D., M.P.H., CHAIRPERSON

Central Office: *Telephone:* 289-2736
Location: Human Services Bldg., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Termination Scheduled to Start by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 92; *Unit:* 359; *Unit Citation:* 22 M.R.S.A., Sect. 2026
Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: To encourage the development of private medical laboratories in Maine while safeguarding the public health. The department (Commissioner or his designee) with the approval of this Commission, decides on the issuance of a license to operate private medical laboratories.

ORGANIZATION: This is a reorganization of the 1967 Maine Medical Laboratory Advisory Commission that clarifies its role and adds consumer members on the Commission.

Consists of a chairman (Commissioner of Dept. of Human Services or his designee) and nine additional members appointed by the Governor. There are three consumer members and six (6) provider members with staggered terms.

PROGRAM: The Commission meets only when necessary. During FY/79 communication by mail was made relative to rules and regulations for the Maine Medical Laboratory Act pertinent to the requirements of the Administrative Procedures Act.

A public hearing was held in Augusta, Department of Human Services on April 26, 1979 at 1:00 P.M. Subsequently these rules and regulations of the Commission were filed with the Secretary of State in May 1979.

Several organizations have indicated interest in applying for licenses, but are waiting possible passage of the Federal Clinical Laboratory Improvement Act. With this passage there will be conflict between the Maine Medical Laboratory Act and CLIA 79, which will necessitate amendments to be introduced to the existing Maine Medical Laboratory Act at the next legislature.

LICENSES, PERMITS, ETC.:
License:
Private Medical Laboratory

PUBLICATIONS:
1. Copy of Revised Medical Laboratory Act—free
2. Application forms to operate a medical laboratory—free

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to less than $100.00 in FY 79 and are, by administrative decision, included with those of the Bureau of Health.

BOARD OF VISITORS (TO STATE INSTITUTIONS)

CONTACT: 289-3161

Central Office: *Telephone:* 289-3161
Location: State Office Bldg., Augusta *Floor:* 4
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1971 *Sunset Termination Scheduled to Start by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 92; *Unit:* 422; *Unit Citation:* 34 M.R.S.A., Sect. 41

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: Each Board of Visitors shall have the right to inspect the institution to which it is assigned and to make recommendations relative to the management of those institutions to the Commissioner of the Department of Mental Health and Corrections. Copies of all recommendations must be sent to the members of the Joint Standing Committee on Health and Institutional Services and each Board of Visitors shall appear before the Joint Standing Committee on Health and Institutional Services upon request.

ORGANIZATION: A Board of 5 persons, is appointed by the Governor in connection with each state institution under the Department of Mental Health and Corrections and the Governor Baxter State School for the Deaf within the Department of Educational and Cultural Services. These 5 shall be appointed for a term of one year and shall be eligible for reappointment. No member of the Legislature can serve on any Board of Visitors. The members of the Boards of Visitors shall receive no compensation. The re-appointments have not been made to either Board by the Executive Office or requested by the Department.

PROGRAM: The Mental Health Advisory Council has taken on some of the responsibility for overseeing the role of the mental health institutes. The Board of Visitors at the Augusta Mental Health Institute has not met for three years and is considered inactive; while the Board of Visitors at the Bangor Mental Health Institute meets on a regular basis and provides supportive advice to the institute and is comprised of voluntary community representatives.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: This unit is not authorized to receive or expend funds.

GOVERNOR'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED

PAUL F. MARTIN, CHAIRMAN
STANLEY A. JONES, Executive Secretary

Central Office: *Telephone:* 289-3056
Location: 32 Winthrop St., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 94; *Unit:* 334; *Unit Citation:* 26 M.R.S.A., Sect. 791

Average Count—All Positions: 2 *Permanent Legislative Count:* 2

PURPOSE: The Committee's main purpose is to carry on a continuing program to promote employment opportunities for qualified handicapped job applicants. Primary program functions and responsibilities as established by statute and assigned to the executive secretary, such as carrying on a continuing program to promote the employment of handicapped persons; working in cooperation with the President's Committee on Employment of the Handicapped. The Commission also cooperates with all employers and with all public or private agencies or organizations interested in locating or developing employment opportunities for those with either physical or mental limitations and with all agencies responsible for or interested in the rehabilitation and employment placement of the handicapped.

Other responsibilities of the executive secretary are to encourage or assist, or both, in the organization of committees at the community level and work closely with such committees in promoting programs in their respective areas. The Commission also conducts such educational programs as committee members consider necessary in order to better acquaint young adults with the numerous accomplishments of handicapped citizens, and develops a program focused on greater employer acceptance of qualified handicapped workers; informs all known handicapped job seekers of specific facilities available to assist them in locating suitable employment; and supports and promotes any federal, state or local program designed to make more public buildings accessible to and usable by persons with physical limitations.

ORGANIZATION: The Maine committee was established in 1948 to provide a state program in cooperation with the President's Committee on Employment of the Physically Handicapped, which was established by an Act of Congress in 1947.

In 1964, and through another Act of Congress, the name of the Committee was amended by deleting the word "physically". This Act, requested by President John F. Kennedy in 1963, provided that the Committee program be extended to serve persons with mental limitations, as well as those with physical limitations, who seek employment opportunities. The name of the Maine committee was changed accordingly.

The Maine committee received its first legal status through an Executive Order, on November 4, 1968. Its statutory authority was provided through an Act "Establishing the Governor's Committee on Employment of the Handicapped" which was enacted by the 104th Legislature, on June 30, 1969. The Committee is composed of 15 members appointed by the Governor.

PROGRAM: The Committee's areas of concern require maintaining a continuous public-relations type effort with emphasis on information and educational activities and projects that complement services offered handicapped job applicants by the State Bureau of Rehabilitation and the State Job Service. Close working relationships also are maintained with private and public organizations concerned with services to individuals with either physical or mental limitations.

During FY '79, increased awareness in both the public and private sectors of certain provisions in existing state and federal laws resulted in expanded efforts to provide information and technical assistance on (1) the standards of construction required to make public buildings accessible to and usable by physically disabled persons; and (2) matters relating directly to compliance with provisions of Sections 503 and 504 of the Rehabilitation Act of 1973 (PL 93-112). Responses were made to more than 200 inquiries in these subject areas, many of which resulted in on-site inspections or related audio-visual presentations.

The 16th annual "Ability Counts" survey contest for high school juniors and seniors was sponsored, and the first prize winner, a Deering High of Portland junior girl, attended the annual meeting of the President's Committee on Employment of the Handicapped.

Exhibits. Exhibits designed to promote the overall program were prepared and presented at the Maine Products Show; the annual conference of the Maine State Nurses Association; the annual Area V Mental Health Board's Seminar; at both the Disability Awareness Conference and the Barrier Awareness Week Program, sponsored by the University of Maine, Orono; and at the annual Blue Hill Agricultural Fair which was initiated by the Hancock County regional committee.

Implementation of a job-ready register or "skills bank" project was started in an effort to locate more employment opportunities for persons with some disabilities; and the Committee-sponsored law to increase the number of physically accessible polling places was further amended to provide such sites in the future to those districts not having one.

Goals, FY '80. Continue information and educational resource services and technical assistance on matters relating to compliance with state and federal laws affecting disabled persons; review the merits of implementing the "State Action Plan" designed to increase more job opportunities for the handicapped drafted in FY '79; and assist in drafting and support legislation that would establish a State Architectural Barriers Compliance Board.

PUBLICATIONS:

Affirmative Action for Disabled People (A Pocket Guide)
Affirmative Action to Employ Handicapped People (A Pocket Guide)
The ABC's of Hiring People with Disabilities
Hiring the Handicapped: Facts and Myths
Your Rights as a Disabled Person
(All Publications free)

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $31,170 in FY 79 and are, by administrative decision, included with those of the Bureau of Rehabilitation.

MAINE HEALTH FACILITIES AUTHORITY

EDWARD M. STONE, CHAIRMAN
RICHARD B. STEWART, Executive Director

Central Office: *Telephone:* 603-742-9432
Location: 165 Dover Pt. Road, Dover, N.H.
Mail Address: 165 Dover Pt. Road, Dover, N.H., 03820

Established: 1971 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 94; *Unit:* 336; *Unit Citation:* 22 M.R.S.A., Sect. 2054

Average Count—All Positions: .5 *Permanent Legislative Count:* 0

PURPOSE: To assist private, non-profit hospitals and nursing homes within the State of Maine in financing the construction and equipping of health-care related facilities by providing access to the municipal (tax-exempt) bond market.

ORGANIZATION: The Authority consists of ten members, the Superintendent of Banks and Banking, and the Commissioner of Human Services, who both serve as ex officio members, and eight others who are residents of the State of Maine appointed by the Governor. The Executive Director, who is not a member, is responsible for the day-to-day activities of the Authority.

PROGRAM: Bonds, notes or any other obligation of the Authority do not constitute an obligation of the State of Maine or any political subdivision within the State. Each bond issue of the Authority is secured solely by the revenues derived from the project financed by the proceeds of said issue. Bonds of the Authority are secured by a gross pledge of the revenues derived from the project. In addition, the Authority may take title to the project and lease it back to the hospital or nursing home or may take a mortgage on the project. Each hospital or nursing home agrees, among other things, to pay the Authority sufficient monies at all times to pay principal and interest on the outstanding bonds.

The Authority does not receive any appropriations from the State. It derives its revenues from fees charged the hospitals and nursing homes using its financing capabilities. The initial fee, payable from the bond proceeds at the closing of the bond issue, is $2.50 per $1,000 borrowed. Once the project is completed and generating revenues for the hospital or nursing home, an annual fee of $1.00 per $1,000 borrowed is charged.

In February of 1979 the Authority placed privately $2,600,000 Maine Health Facilities Authority Revenue Bonds, St. Joseph Hospital Issue, Series A, with institutional investors.

The proceeds of this issue refinanced outstanding indebtedness of this Bangor hospital, financed the purchase of new equipment, established a debt service reserve fund and provided for expenses of issuance and other financing costs.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

MAINE HUMAN RIGHTS COMMISSION

NORMAN L. FOURNIER, CHAIRPERSON
PATRICIA E. RYAN, Executive Director

Central Office: *Telephone:* 289-2326
Location: Hallowell Annex
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1971 *Sunset Termination Scheduled to Start by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 94; *Unit:* 348; *Unit Citation:* 5 M.R.S.A., Sect. 4561

Average Count—All Positions: 11 *Permanent Legislative Count:* 0

PURPOSE: The Maine Human Rights Commission was established to promote the full enjoyment of human rights and personal dignity by all inhabitants of the State of Maine by keeping in review all practices infringing on the basic human right to a life with dignity so that corrective measures may be recommended and implemented; and by preventing discrimination in employment, housing or access to public accommodations on account of race, color, sex, physical or mental handicap, religion, ancestry or national origin, and relative to employment, discrimination on account of age; and relative to housing discrimination on account of source of income; and relative to the extension of credit, on account of age, race, color, sex, marital status, ancestry, religious creed or national origin.

The Commission is authorized to investigate all conditions and practices within the State which allegedly detract from the enjoyment, by each inhabitant of the State, of full human rights and personal dignity; to investigate all forms of invidious discrimination, whether carried out legally or illegally, and whether by public agencies or private persons, and to recommend measures calculated to promote full enjoyment of human rights and personal dignity. In carrying out these duties, the Commission has the power to maintain offices, hold meetings, hire staff, hold hearings, make rules and regulations, utilize voluntary services of individuals and organizations, create advisory agencies or councils, require posting of notices and to issue publications and reports.

ORGANIZATION: The Maine Human Rights Commission, created in 1971, consists of five members, no more than three of whom may be of the same political party, appointed by the Governor, for terms of five years. The Governor designates the chairperson of the Commission from among its members. The Commission appoints a full-time executive director and other personnel as deemed necessary.

PROGRAM: The Commission's program has several aspects.

Discrimination Complaints. During FY 79, 750 complaints were handled by the Maine Human Rights Commission. This represents a 21% increase in the number of new complaints filed with the Commission; however, findings of reasonable grounds to believe that unlawful discrimination had occurred remained at a fairly constant 31%. Approximately 50% of those cases were informally settled. Coupled with an increased effort to resolve cases prior to a finding, complainants received over $93,000 in benefits. Fifty-four percent of all cases closed prior to a finding, were a result of a mutually satisfactory agreement between the parties involved.

Affirmative Action. The Commission has placed great emphasis on its voluntary compliance program and has provided assistance to numerous agencies, organizations, and businesses, public and private. In addition, the Commission has assisted in the development of and review of affirmative action plans through the A-95 Review process and through implementation of PL 153.

Litigation. The Commission has been most recently represented by the Attorney General of the State of Maine. The Commission has approximately 10 cases on file in the Superior Court of the State of Maine. To meet litigation needs the Commission has developed a body of cooperating attorneys to handle individual cases of discrimination.

Education. The staff of the Maine Human Rights Commission continues to participate as a member of the Maine Task Force on Non-Discriminatory Assessment and assisted in the development of the state-wide Report on Testing Practices in Maine: 1976-77.

Public Education and Information. The Commission's Speaker's Bureau continues to function in filling requests for speakers from citizens groups who wish to know more about discrimination law in order to voluntarily comply with the law or to exercise their rights under the law.

Commission staff has conducted classes in the area of Affirmative Action and has conducted workshops and seminars, for various public and private agencies, businesses, and organizations. In addition public service spots continue to be produced and distributed throughout the state. Handbooks and guides for employers and employees have been developed.

Nearly 100 persons attended a seminar for law enforcement agencies entitled "Unintentional Discrimination: What It Is and How to Avoid It", on March 28, 1979, at the University of Maine at Augusta, co-sponsored by the Maine Human Rights Commission. A morning panel discussion included female officers and chiefs of departments which employ female officers, in which they related their personal experiences as to the performance and effectiveness of women in law enforcement. In the afternoon, there were presentations in the areas of 1) polygraph testing, 2) non-discriminatory interviewing techniques, 3) evaluation systems and validation, and 4) agility tests.

Interagency Cooperation. The Commission continues to work with such federal agencies as the Department of Labor, Wage and Hour Division, Equal Employment Opportunity Commission, the Office of Revenue Sharing and the Department of Housing and Urban Development in order to assure that the human rights of all citizens receive fullest protection of the law, and further, to prevent the undue hardship on employers of duplicate investigation, etc. In addition, the Commission has worked closely and cooperatively with the State's Affirmative Action officer, and Affirmative Action officer of the Department of Education, commissioners of most major departments of State government, as well as with Associated Industries of Maine, Associated General Contractors, Maine Teacher's Association, Maine Municipal Association, and the Maine Commission for Women.

PUBLICATIONS:

Guidelines for Eliminating Stereotyping in Curriculum Materials—
    Secondary, Elementary
Procedural Regulations & Employment Guidelines
Resources for Affirmative Action
Affirmative Action—Who Needs It?
Employment Poster
Pre-Employment Inquiry Brochure
Pregnancy Brochure
Fair Housing Poster
Public Accommodation Poster
Credit Extension Poster

Report to Governor Kenneth M. Curtis on Conditions in Migrant Blueberry Camps (August 1974)

Report to the Maine Human Rights Commission from Citizens' Blueberry Task Force On-Site Visit (August 1975)

Maine Human Rights Commission Report of Public Hearings on Education Held April 19, 20, 21, 22, 1977 (Orono-Portland)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE HUMAN RIGHTS COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	3		3			
Bal Brt Fwd— Encumbered	573	573				
Revenue From Federal Govt	92,892				92,892	
Fees Charged For Services	440		440			
Legislative Approp/Alloc	80,530	80,530				
Transfers Contingent Acct	2,000	2,000				
Adjustment of Balance Fwd	—268	—268				
Transfers—Non-Federal $	6,146	6,146				
TOTAL RESOURCES	182,316	88,981	443		92,892	
EXPENDITURES						
Salaries and Wages	121,707	55,079			66,628	
State Share of Retirement	13,645	6,223			7,422	
Prof Service, Not By State	8,014	3,931			4,083	
Other Prof. Serv., By State	40	40				
Travel Expenses, In-State	9,329	8,329			1,000	
Travel Expense, Out-State	2,217	1,673			544	
Operation—State Vehicles	685				685	
Utilities	7,736	4,544	5		3,187	
Rents	956				956	
Repairs	90	90				
Insurance	2,874	1,392			1,482	
General Operating Expense	7,066	6,637	—32		461	
Other Supplies	876	316			560	
Pensions	726	726				
Trans. to Gen.-Fund Sta-Cap	5,910		27		5,883	
TOTAL EXPENDITURES	181,871	88,980			92,891	

MAINE COMMITTEE ON PROBLEMS OF THE MENTALLY RETARDED

MELVIN BOUTILIER, CHAIRMAN

Central Office: *Telephone:* 289-2711
Location: State Office Bldg., Augusta *Floor:* 4
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1967 *Sunset Review Required by:* June 30, 1986

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 94; *Unit:* 375; *Unit Citation:* 34 M.R.S.A., Sect. 2613
Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The main purpose of the Maine Committee on Problems of the Mentally Retarded is to serve in an advisory capacity to the director of the Bureau of Mental Retardation. The Maine Committee on Problems of the Mentally Retarded also gives advice and consent to the Commissioner of the Department of Mental Health and Corrections in the appointment of the Director of the Bureau of Mental Retardation and in the setting of his salary, subject to the approval of the Governor. They also give advice and consent to the Commissioner to appoint and set the salary of the superintendent of Pineland Center.

ORGANIZATION: The Maine Committee on Problems of the Mentally Retarded is composed of 12 members, consisting of one member from the House of Representatives appointed by the

Speaker of the House and one member from the Senate appointed by the President of the Senate, the President of the Maine Association for Retarded Children, and 9 representative citizens appointed by the Governor, who shall designate a chairman. Appointments are made for 3 years. Members of the committee serve without pay but are reimbursed for expenses on the same basis as state employees.

PROGRAM: The Maine committee meets on a monthly basis. This committee serves as an advisory committee to the Director of the Bureau of Mental Retardation on such issues as guardianship for mentally retarded persons, legislation to be submitted to the Maine Legislature, policies, programs and services affecting the retarded, budgets, etc.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit are, by administrative decision, included with those of the Department of Mental Health and Corrections.

ADVISORY BOARD TO THE MAINE STATE HOUSING AUTHORITY

DONALD C. LEWIS, PRESIDENT
DAVID SCARPONI, Vice-President

Central Office: *Telephone:* 623-2981
Location: 320 Water Street, Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1969 *Sunset Review Required by:* June 30, 1978

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 99; *Unit:* 345; *Unit Citation:* 30 M.R.S.A., Sect. 4602

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: To advise and counsel the director and commissioners of the Maine State Housing Authority on the policies concerning any and all of the powers and duties of the state authority.

ORGANIZATION: The Advisory Board to the Maine State Housing Authority is comprised of 15 persons appointed by the Governor for a term of four years representing the several aspects of the housing industry. The members elect a President and Vice-President from among the board members. Meetings of the board are called as deemed necessary by the president except that one meeting of the board must be held each year at a time which will allow the board to meet jointly with the Commissioners of the Authority.

The role of the Advisory Board is to advise and counsel the Director and Commissioners of the Authority.

PROGRAM: At the annual meeting in November '78, members of the Advisory Board met with the Authority's Director and the Commissioners to review the activities and general policies of the Authority and it is anticipated that the Advisory Board will continue to provide advice and counsel to the Authority's Commissioners in the coming fiscal year.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: This unit is not authorized to receive or expend funds.

MAINE STATE HOUSING AUTHORITY

GENEVIEVE K. GELDER, DIRECTOR

Central Office: *Telephone:* 623-2981
Location: 320 Water Street, Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1969 *Sunset Review Required by:* June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 99; *Unit:* 346; *Unit Citation:* 30 M.R.S.A., Sect. 4601A

Average Count—All Positions: 40 *Permanent Legislative Count:* 0

Organizational Units:
Executive and Legal
Development
Management
Finance
Board of Commissioners
Board of Appeals

PURPOSE: The Maine State Housing Authority was established to assist Maine residents in securing housing which is decent, safe, independently selected, designed and located with reference to particular needs and available at costs which are affordable; to have available a wide range of privately-planned, constructed and operated housing; to have available such additional publicly-planned, constructed and operated housing as needed to achieve the purposes of the law; to have available from financial institutions, resources for home construction, mortgages and other additional resources from the sale of bonds by the Authority; to have available informational and educational programs concerning housing programs and techniques; and generally, to do all things possible to encourage and assist efforts to provide decent housing in a desirable and healthful living environment for all Maine citizens, particularly for the elderly and those of lower income.

In addition, the Legislature authorized special areas in which the Authority should act. Under the terms of the Industrialized Housing Law, the Authority was given the goal of assuring performance standards for mobile and modular homes sold, delivered or installed in the State. By act of the Legislature in 1977 this responsibility was transferred to the Department of Business Regulation. Under the Mortgage Insurance Law, the Authority is charged with implementing an amendment to the Maine Constitution authorizing insurance funds for mortgages on homes owned by the Indians on the various Indian reservations in the State.

ORGANIZATION: The Maine State Housing Authority "is a public body, corporate and politic and an instrumentality of the State." Established in October 1969, it functions as an administratively independent authority within the current organizational structure of the State government, but receives no appropriations from the Legislature for its operations. The Authority has 6 commissioners, 5 of whom are appointed by the Governor. The 6th Commissioner, shall be the director of the State Authority serving ex officio, who is the chairman. The Director is appointed by Governor and confirmed by the Legislature.

The Board of Appeals was established in 1973, and consists of five members appointed by the Authority. This Board provides a means of recourse to parties aggrieved by decisions of the Authority and its rules and regulations.

PROGRAM: As the Maine State Housing Authority entered FY 79, it continued to maintain its position as one of the state's largest financial institutions. By year-end of 1978, the Authority had assets of $198,806,399, and fund balances of $4,166,520. In April 1979, the Authority successfully marketed a $23,590,000 bond issue to provide permanent financing of rental housing for lower-income families and elderly persons under the U.S. Department of Housing and Urban Development's (HUD) Section 8 subsidy program.

As a participating agency in HUD's Section 8 program since its inception in late 1974, the Authority had received set-asides of $14.2 million in subsidy funds by the end of FY 79. The subsidies, received from HUD, may be applied to either newly constructed, substantially rehabilitated or existing rental units meeting HUD's standards but may only be used to make up the difference between HUD-established fair market rents and 25% of an eligible tenant's income. Permanent financing for new construction or substantial rehabilitation of the units subsidized under the program must come from private sources or housing finance agencies such as the Authority. As of the end of FY 79, the Authority had 2,123 units occupied and 935 units under construction under the Section 8 program.

During FY 79, the Authority continued its efforts to improve the housing situation in Maine through participation in HUD's Section 8 program and through the Authority's single family mortgage purchase program and the continued operation of the Authority's Indian Mortgage Program.

In view of the continuing need to improve the housing situation in Maine, the Authority's Commissioners and staff plan to continue their efforts, making use of both existing programs and new programs as they become available, to "Promote a concerted effort to upgrade housing conditions and standards within this State."

PUBLICATIONS: Maine State Housing Authority Annual Reports (1970-1978 inclusive).

Maine State Housing Authority, Official Statements (Mortgage Purchase Bonds—1972 Series A, 1974 Series A, 1975 Series A, 1976 Series A, 1977 Series A, 1977 Series B, 1978 Series A.., 1979 Series A).

Maine State Housing Authority, Design and Construction Handbook, Management Handbook.

For price and availability, contact the Authority.

FINANCES, FISCAL YEAR 1979: The Maine State Housing Authority neither received nor expended State funds during the fiscal year. For extensive financial data see the Maine State Housing Authority Annual Report which is based on the calendar year.

PENOBSCOT TRIBAL RESERVATION HOUSING AUTHORITY

MORRIS F. CARPENTER, DIRECTOR

Central Office: *Telephone:* 827-7148
Location: Riverview Dr., Indian Island, Old Town
Mail Address: P.O. 498, Old Town, Maine 04468

Established: 1965 *Sunset Review Required by:* June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 99; *Unit:* 436; *Unit Citation:* 22 M.R.S.A., Sect. 4733

PURPOSE: The Maine Indian Housing Authorities were established to improve living conditions on Maine Indian reservations and to advance general economic activity by aiding production of better housing and more desirable neighborhood and community developments at a lower cost. Residential construction activities of the Authorities must be consistent with the Maine Housing Authorities Act, except as otherwise provided by the Maine Indian Housing Authority Law, and with the advice and consent of the respective tribal governors, councils, and officials. Any real property required by an Authority in providing housing is required to be leased to the Authority by the respective governor and council with the approval of the Governor of Maine. The State is empowered to provide facilities, services and financial aid by loan, donation, grant, contribution and appropriation of money.

ORGANIZATION: In 1965, the Maine Indian Housing Authority Law authorized the creation of a housing authority at each of the State's three reservations: the Penobscot Tribal reservation at Indian Island, Old Town, and the two reservations of the Passamaquoddy Tribe at Pleasant Point and Indian Township. Each Authority is composed of five commisssioners appointed by the reservation governor with the advice and consent of the tribal council, for terms of five years. No less than four of the commissioners, including the chairman, must be members of the tribe of the respective reservation. Each Authority elects a chairman and other officers from among its membership.

PROGRAM: The Penobscot Tribal Reservation Housing Authority completed 21 single family and 8 apartment units of new housing on Indian Island and planned, designed and obtained Housing and Urban Development (HUD) funding for 40 additional units of housing now under construction. The Authority also completed a comprehensive land-use plan for Indian Island during FY 77 and laid plans for performing a land-use study of Orson Island.

A major initiative was undertaken in FY 77 when the Authority secured Community Development Block Grant funding from HUD to begin the rehabilitation of the old village area of Indian Island. This work will be carried out during the current fiscal year. On behalf of the Penobscot Tribal Council, the Authority has administered the construction of a new health facility and a Municipal Building on Indian Island.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PENOBSCOT TRIBAL RESERVATION HOUSING AUTHORITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	72,275	72,275				
TOTAL RESOURCES	72,275	72,275				
EXPENDITURES						
Grants to Pub. & Priv. Orgs.	72,275	72,275				
TOTAL EXPENDITURES	72,275	72,275				

PASSAMAQUODDY INDIAN HOUSING AUTHORITY (PLEASANT POINT)

REUBEN T. CLEAVES, DIRECTOR

Central Office: *Telephone:*853-4603
Location: Pleasant Point, Perry
Mail Address: Pleasant Point, Perry, Maine 04467
Established: 1965 *Sunset Review Required by:* June 30, 1982
Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 99; *Unit:* 437; *Unit Citation:* 22 M.R.S.A., Sect. 4733
Average Count-All Position: 35 *Permanent Legislative Count:* 0

PURPOSE: The Maine Indian Housing Authorities were established to improve living conditions on Maine Indian reservations and advance general economic activity by aiding production of better housing and more desirable neighborhood and community developments at a lower cost. Residential construction activities of the Authorities must be consistent with the Maine Housing Authorities Act, except as otherwise provided by the Maine Indian Housing Authority Law, and with the advice and consent of the respective tribal governors, councils, and officials. Any real property required by an Authority in providing housing is required to be leased to the Authority by the respective governor and council with the approval of the Governor of Maine. The State is empowered to provide facilities, services and financial aid by loan, donation, grant, contribution and appropriation of money.

ORGANIZATION: In 1965, the Maine Indian Housing Authority Law authorized the creation of a housing authority at each of the State's three reservations: the Penobscot Tribal reservation at Indian Island, Old Town, and the two reservations of the Passamaquoddy Tribe at

Pleasant Point and Indian Township. Each Authority is composed of five commisssioners appointed by the reservation governor with the advice and consent of the tribal council, for terms of five years. No less than four of the commissioners, including the chairman, must be members of the tribe of the respective reservation. Each Authority elects a chairman and other officers from among its membership.

PROGRAM: The following is a brief report of some of the major issues that the Pleasant Point Housing Authority has been involved in throughout the fiscal year.

Sewage Treatment Plant. This plant services 130 dwellings and 7 community facilities. It is a 42,000 gallon facility with one full time operator, who tries to handle all the sewage and related maintenance for the entire reservation. The operator is also responsible for maintenance and repairs of the water distributor system. The Housing Authority ensures that the daily and monthly Environmental Protection Agency requirements are met. Repeated attempts are being made to restore defected equipment. Since the facility is now more than 10 years old, it is now way over due for replacement of major components.

Housing. The Authority now has sixty-five single-family units and 16 apartments under management. Forty single-family units are under construction.

Land Use Plan. The Authority has completed a master land use plan for the entire reservation, projecting the complete economic, social and housing replacement, over the next five years. This included, but was not limited to, replacement of all substandard homes, economic impact, population growth and community facilities, their needs and uses for the future of the reservation.

Grant Projects. The Housing Authority also administered the Community Development Block Grant for the Tribe. Projects include ceremonial grounds, parking, playgrounds and a cover for the swimming pool. The 701 Planning Grant was also handled by the Housing Authority and it still has substantial input into this program.

In addition to the above, the Authority is charged with administration, budget process and control, inspection, maintenance, house payment collection, policy implementation and review, new house planning and budgets, incoming and outgoing correspondence, liason with various tribal and governmental agencies, meetings and daily problem and operation of the Housing Authority for continuing entity.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PASSAMAQUODDY INDIAN HOUSING AUTHORITY (PLEASANT POINT)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	41,200	41,200				
TOTAL RESOURCES	41,200	41,200				
EXPENDITURES						
Grants to Pub. & Priv. Orgs.	41,200	41,200				
TOTAL EXPENDITURES	41,200	41,200				

PASSAMAQUODDY INDIAN HOUSING AUTHORITY (INDIAN TOWNSHIP)

GEORGE STEVENS JR., DIRECTOR

Central Office: *Telephone:* 796-2856
Location: Travel Off Indian Township, Princeton
Mail Address: Travel Off Indian Township, Princeton, Maine 04668

Established: 1965 *Sunset Review Required by:* June 30, 1982

Maine State Government Reference Manual Data:
Policy Area: 03; *Umbrella:* 99; *Unit:* 438; *Unit Citation:* 22 M.R.S.A., Sect. 4733

PURPOSE: The Maine Indian Housing Authorities were established to improve living conditions on Maine Indian reservations and advance general economic activity by aiding production of better housing and more desirable neighborhood and community developments at a lower cost. Residential construction activities of the Authorities must be consistent with the Maine Housing Authorities Act, except as otherwise provided by the Maine Indian Housing Authority Law, and with the advice and consent of the respective tribal governors, councils, and officials. Any real property required by an Authority in providing housing is required to be leased to the Authority by the respective governor and council with the approval of the Governor of Maine. The State is empowered to provide facilities, services and financial aid by loan, donation, grant, contribution and appropriation of money.

ORGANIZATION: In 1965, the Maine Indian Housing Authority Law authorized the creation of a housing authority at each of the State's three reservations: the Penobscot Tribal reservation at Indian Island, Old Town, and the two reservations of the Passamaquoddy Tribe at Pleasant Point and Indian Township. Each Authority is composed of five commissioners appointed by the reservation governor with the advice and consent of the tribal council, for terms of five years. No less than four of the commissioners, including the chairman, must be members of the tribe of the respective reservation. Each Authority elects a chairman and other officers from among its membership.

PROGRAM: The Indian Township area is composed of two separate communities, Peter Dana Point and the "Strip", which is on Route 1 just across the bridge from the town of Princeton.

Peter Dana Point has a water treatment plant, a sewage treatment plant, one generator building, one lift station, water tower, a tower building, and water and sewer lines. The Strip has a water treatment plant, a sewer treatment plant, two generator buildings, three lift stations, water tower, and water and sewer lines.

The Authority now has fifty new homes and six multi-family houses with a total of sixteen units under management. Thirty-five single family units are scheduled to start construction early next spring.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PASSAMAQUODDY HOUSING AUTHORITY (INDIAN TOWNSHIP)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Alloc	$3,600	$3,600				
TOTAL RESOURCES	$3,600	$3,600				
EXPENDITURES						
Grants to Pub. & Priv. Orgs.	$3,600	$3,600				
TOTAL EXPENDITURES	$3,600	$3,600				

STATE
POLICY
AREA

04

Manpower

Department of Manpower Affairs

DEPARTMENT OF MANPOWER AFFAIRS

DAVID W. BUSTIN, COMMISSIONER

Central Office: *Telephone:* 289-3788
Location: 20 Union Street, Augusta
Mail Address: P.O. Box 309, Augusta, Maine 04330

Established: 1971 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 04; *Umbrella:* 12; *Unit:* 168; *Unit Citation:* 26 M.R.S.A., Sect. 1401

Average Count—All Positions: 669 *Permanent Legislative Count:* 0

Organizational Units:
Employment Security Commission
Bureau of Labor
Maine Occupational Information Coordinating Committee
Maine Labor Relations Board
State Employment and Training Council
Manpower Affairs Advisory Council

PURPOSE: The Department of Manpower Affairs was established to achieve the most effective utilization of the manpower resources in the State by developing and maintaining an accountable State manpower policy, by insuring safe working conditions and protection against loss of income and by enhancing the opportunities of the individual to improve his economic status.

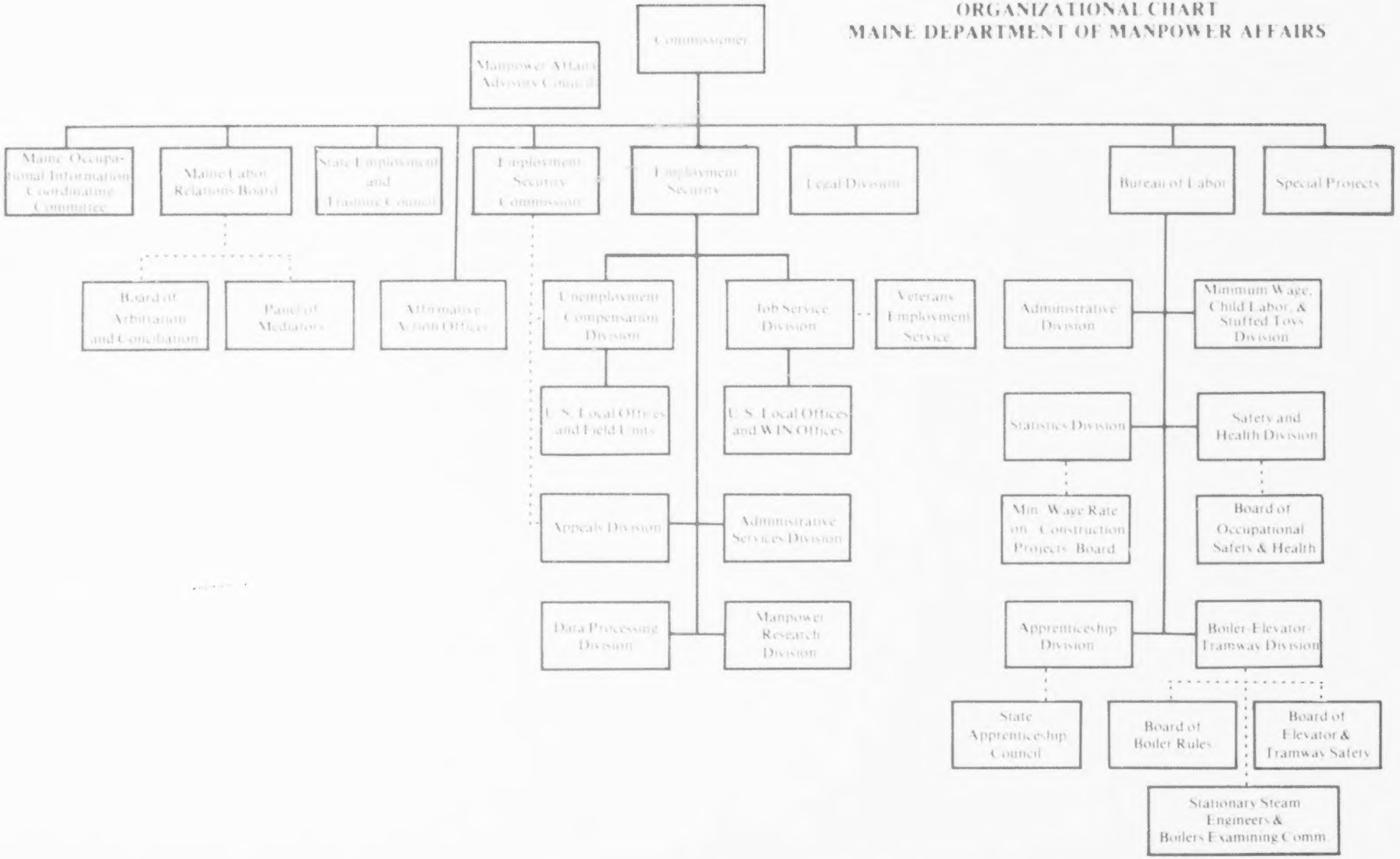
The Department, through specific powers and duties delegated to its component administrative units, is authorized to provide effective manpower services for all workers and employers in the State who desire assistance and establish and maintain free public employment offices. The Department collects unemployment taxes from liable employers and pays unemployment benefits to eligible claimants. It also enforces all State laws established for the protection of the health and safety of workers, and laws regulating the payment of wages and employment of minors. To further harmonious labor-management relations and provide occupational training for the unemployed and underemployed are final concerns of the Department.

Employment Security. Employment Security provides comprehensive manpower services to help prevent or reduce the adverse social economic impact of unemployment and underemployment. It is also an objective to systematically accumulate funds during periods of employment from which benefits may be paid for periods of unemployment.

Employment Security operates through a federal-state partnership in which all the expenses of administration of the State programs are borne by the Federal Government. It is responsible for providing effective manpower services for all workers and employers desiring assistance, including counseling, testing, job development, employer services, placement, referral to training, and employability assistance to workers with special problems. It develops, collects, and disseminates labor market information. It is responsible for administering the State's Unemployment Compensation Program and related federal programs as to the proper payment of benefits to unemployed workers, adjudication of contested claims, and the collection of taxes from employers. It also issues training allowance payments to eligible participants in various federally-sponsored manpower training programs.

ORGANIZATION: The Department of Manpower Affairs was created by State Government reorganization legislation, effective September 24, 1971, to consolidate various manpower related agencies of the State, including the Employment Security Commission, originally established in 1936; the Bureau of Labor, functioning since 1873; the Maine Labor Relations Board, established in 1972; and the State Employment and Training Council and the Maine Occupational Information Coordinating Committee, both established in 1979.

ORGANIZATIONAL CHART
MAINE DEPARTMENT OF MANPOWER AFFAIRS


Commissioner
Manpower Affairs Advisory Council
Maine Occupational Information Coordinating Committee
Maine Labor Relations Board
State Employment and Training Council
Employment Security Commission
Employment Security
Legal Division
Bureau of Labor
Special Projects
Board of Arbitration and Conciliation
Panel of Mediators
Affirmative Action Offices
Unemployment Compensation Division
Job Service Division
Veterans Employment Service
U. S. Local Offices and Field Units
U. S. Local Offices and WIN Offices
Appeals Division
Administrative Services Division
Data Processing Division
Manpower Research Division
Administrative Division
Minimum Wage, Child Labor, & Stuffed Toys Division
Statistics Division
Safety and Health Division
Min. Wage Rate on Construction Projects Board
Board of Occupational Safety & Health
Apprenticeship Division
Boiler-Elevator-Tramway Division
State Apprenticeship Council
Board of Boiler Rules
Board of Elevator & Tramway Safety
Stationary Steam Engineers & Boilers Examining Comm.

DEPARTMENT OF MANPOWER AFFAIRS
CONSOLIDATED FINANCIAL CHART FOR FY 79

DEPARTMENT OF MANPOWER AFFAIRS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	1,606,184	5,000	60,463		–11,252,736	12,793,457
Bal Brt Fwd— Encumbered	11,253,074	338			11,252,736	
Licenses/Permits/Fees/Tax	57,626,311					57,626,311
Fines/Forfeits/Penalties	198,416		20,299			178,117
Revenue From Federal Govt	45,145,203				45,145,203	
Revenue from Local Govts	507,412		507,412			
Revenue—Private Sources	531,450		531,450			
Fees Charged For Services	22,805		376			22,429
Receipts From Other Funds	14,556		14,556			
Legislative Approp/Alloc	752,924	752,924				
Adjustment of Balance Fwd	–108,033		–129,923		44,685	–22,795
Transfers—Non-Federal $	6,950	6,950				
Transfers—Federal $	–723,905				–723,905	
TOTAL RESOURCES	116,833,347	765,212	1,004,633		44,465,983	70,597,519
EXPENDITURES						
Salaries and Wages	9,194,434	587,752	322,843		8,283,839	
State Share of Retirement	987,963	64,324	1,289		922,350	
Prof Service, Not By State	266,382	148			266,234	
Computer Service, By State	62,595	1,260			61,335	
Other Prof. Serv., By State	4,531	2,839			1,692	
Travel Expenses, In-State	273,048	44,758	799		227,491	
Travel Expense, Out-State	41,670	1,469	72		40,129	
Operation—State Vehicles	7,637				7,637	
Utilities	443,149	13,382	15,717		414,050	
Rents	702,947	1,218	499		701,230	
Repairs	134,174	1,078	720		132,376	
Insurance	396,015	13,062	13,549		369,404	
General Operating Expense	215,991	24,144	26,247		165,600	
Food	12,635				12,635	
Fuel	16,529		67		16,462	
Other Supplies	256,828	3,327	–1,498		254,999	
Highway Materials	57				57	
Grants to Local Govts	12,087,216				12,087,216	
Grants to Pub. & Priv. Orgs	7,626,535				7,626,535	
Unemployment Comp. Benefit	53,148,096				9,011,431	44,136,665
Public Assistance Grants	3,723,852	20	519,816		3,204,016	
Pensions	49,139		14,310		34,829	
Equipment Purchases	135,748	749			134,999	
Trans. to Gen. Fund Sta-Cap	112,760		6,514		106,246	
Misc Ins/Retirmnt Fd Tran	–1,598		–1,598			
TOTAL EXPENDITURES	89,898,333	759,530	919,346		44,082,792	44,136,665

Employment Security. Employment Security was organized on December 21, 1936, as the Maine Unemployment Compensation Commission. Impetus for the Maine statute establishing the Commission came from federal legislation, primarily certain provisions of the Social Security Act of 1935 and amendments of the Wagner-Peyser Act of 1933. The Employment Service Division, set up in mid-1937, was linked with a nationwide employment service system through affiliation with the United States Employment Service. In 1937, Employment Security opened offices throughout the State to provide local employment services and to receive claims for unemployment compensation. Benefit payments to unemployed workers began in January, 1938. Because of nationwide manpower concerns during the period of World War II, the State Employment Service, by Presidential Executive Order, was taken over under direct Federal control from January 1, 1942, through November 16, 1946. On August 6, 1949, the name of the Commission was changed by legislation to the Maine Employment Security Commission. On July 1, 1972, as part of a reorganization of State Government by the Legislature, the Commission was placed within the Department of Manpower Affairs. On July 6, 1978, as a result of legislation to clarify the responsibilities of the three-member Commission and to relieve the Commissioner of Manpower Affairs of the duty of serving as Chairman of the Commission, the Maine Employment Security Commission was reorganized as a higher authority appeal tribunal with limited administrative responsibility; the administrative arm of the organization became an integral part of the Department of Manpower Affairs directly under the supervision of the Commissioner of Manpower Affairs and is referred to in this report as Employment Security.

PROGRAM: The long-range goal of the Department of Manpower Affairs is to further consolidate the functions and activities of the interrelated component of organizational units.

Maine Job Service. The primary objective of the Job Service Division, an administratively created division within the Maine Department of Manpower Affairs (MDMA), is to meet the placement needs of employers and applicants.

Maine Job Bank: The statewide Maine Job Bank, a computerized job order information system, continued operations during FY79. It provided information to the division's twenty-one local offices, and seven Work Incentive Program (WIN) offices. With a total of 46,775 job openings, these offices made 84,778 referrals resulting in 30,010 placements. To utilize the Job Bank's services employers place their job orders with the Maine Job Service office in their area or by calling the Maine Job Bank's toll free number in Augusta.

Counseling Services: A total of 6,093 individuals received counseling services. Of these individuals, 1,977 were placed in jobs after counseling. A total of 1,022 were given occupational testing during 1978. Of that figure, 931 were given aptitude tests and 104 were given performance tests.

Work Incentive Program: The Division's Work Incentive Program assists persons receiving Aid to Families with Dependent Children (AFDC) to find suitable employment through counseling, training and supportive services. In FY79 the program worked with 10,208 registrants. A total of 967 individuals were placed and 1,270 obtained employment.

CETA: The Division's local offices have been responsible for making 8,729 referrals to the Comprehensive Employment and Training Act (CETA) Public Service Employment (PSE) program. These referrals resulted in 3,316 long-term unemployed and economically disadvantaged people being placed in subsidized employment.

Federal Contractor Job Listing Program: The Division also monitors the Federal Contractor Job Listing Program, which requires employers with Federal contracts to list their job openings with the Maine Job Service. This program has undergone many changes, most notably Public Law 93-508, requiring companies to conduct an Affirmative Action Program for the hiring of veterans. A continued objective has been the placement of veterans, primarily those classified as Vietnam Era and Disabled Veterans, who have been discharged within the last four years. As previously indicated, primary emphasis is placed upon employers to provide an affirmative action program for veterans, based upon the amount of the federal contract they have obligated themselves to perform. At this time the Division has identified over 500 companies with over 975 job hiring sites as federal contractors. The program is expanding and provides, at this time, a continuing input into the Job Bank in the form of new orders. The local offices continue to support this program, performing field visits with employers to explain their obligations in job listing requirements.

Unemployment Compensation. Workloads for unemployment insurance claims activities exhibited a decline for the second consecutive year in FY 1979. The number of initial claims for unemployment benefits under the regular State program totalled 165,448, a decline of over 14,000 from the previous year. The number of new claims filed under the Extended Benefits (EB) program declined by over 40 percent to a total of 11,363. Initial claims for transitional benefits governed by Previously Uncovered Services (PUS) provisions totalled 2,559, nearly 75 percent less than the total recorded in FY 1978. A total of 820,457 continued claims was processed under the State Unemployment Insurance (UI), EB, and PUS programs, generating $50,777,135 in benefits paid for 710,089 weeks compensated. Additionally, former Federal employees were paid $394,571 for 5,793 weeks compensated under the Unemployment Compensation for Federal Employees (UCFE) program. Ex-servicemen were paid $1,693,308 for 18,961 weeks compensated under the Unemployment Compensation for Ex-servicemen (UCX) program.

Special Payment Unit: The Special Payment Unit of the Benefits Section processed 58,996 weeks compensated for a total of $1,603,509 in benefit payments for the Trade Readjustment Allowances (TRA) program as provided under the Trade Act of 1974. The Special Payment Unit also processed allowance payments amounting to $1,658,322 for recipients of the Work Incentive (WIN) and Comprehensive Employment and Training Act (CETA) programs.

Claims Deputies: Claims Deputies in the division's fifteen local offices and the interstate office rendered 67,729 nonmonetary determinations to adjudicate disputed claims. This total represents a 20 percent decline from the number of decisions issued in FY 1978. The number of benefit appeal cases disposed of by the Agency's Adjudication Division totalled 6,258, representing a 33 percent reduction from the previous year's total. An additional 992 cases were heard and disposed of at the Commission's higher authority appeals level.

Despite the reduction of claims activities, the division's benefit payment control program increased its workload and effectiveness. Field investigators from the Fraud Section, utilizing the automated cross-match system of wage record and benefit payment files, audited 197,606 weeks claimed during FY 1979, an increase of over 20,000 from FY 1978. Fraud investigators and local office Claims Deputies issued 771 determinations relative to fraud and misrepresentation. With assistance from the Agency's Legal Division and the Criminal Division of the Attorney General's Office, 58 cases were presented for prosecution resulting in convictions.

By the end of FY 1979, the number of active employer accounts increased to 28,101 and payroll data submitted by these employers generated a total of 1,877,980 wage items processed by the Wage Record Unit. Field and central office activities produced 7,536 employer status determinations of which 2,873 involved newly liable employer accounts. A total of 2,583 field audits were conducted resulting in a net receipt of $439,217 in underreported contributions. Net contributions received during FY 1979 totalled $56,282,266 and the fund balance was $26,614,736 as of June 30, 1979.

Eligibility Review Program: In February, 1979, the Unemployment Compensation Division implemented the Eligibility Review Program (ERP) which is designed to provide in-depth eligibility interviews for those claimants who require special assistance for reemployment and work search plans. In the period from February 1, 1979, to June 30, 1979, a total of 6,357 ERP interviews were conducted.

Unemployment Insurance Performance Appraisal: The results of the Unemployment Insurance Performance Appraisal for FY 1979 indicates that Maine met or exceeded the desired level of achievement in eighteen of the twenty-two categories with established performance levels. Maine ranked first or second in the New England states in fourteen of the categories measured and Maine ranked in the top third nationally in fifteen of the twenty-two performance categories.

Employment Security Commission
Balance Sheet
Unemployment Compensation Fund and Related Accounts
As of December 31, 1978

Receipts

Employer Contributions	Prior to 1974	$327,821,628.34		
	1974	29,219,582.31		
	1975	30,750,305.05		
	1976	39,153,061.68		
	1977	44,645,184.63		
	1978	46,772,636.04		
Total Employer Contributions			$518,362,398.05	
Title IX Distribution Funds			445,760.95	
Interest on Trust Fund			34,837,651.68	
Interest & Penalties on Employer Accounts			1,458,079.70	
Benefit Fines Received			14,984.56	
Anonymous Refunds			1,042.00	
				$555,119,916.94
Federal Share Extended Benefits Received			$ 23,741,948.92	
Emergency Compensation Received, Federal			3,953,709.00	
Direct Reimbursements Received			5,670,669.82	
				$ 33,366,327.74
Cumulative Receipts				$588,486,244.68

Disbursements

Net Benefits Paid	Prior to 1974	$328,238,387.06		
	1974	30,759,067.33		
	1975	58,330,903.42		
	1976	48,275,537.92		
	1977	56,790,147.17		
	1978	44,093,852.79		
			$566,487,895.69	
Federal Share Extended Benefits Paid	Prior to 1974	$ 3,591,458.91		
	1974	1,819,351.50		
	1975	5,302,375.40		
	1976	4,705,649.57		
	1977	5,183,391.38		
	1978	2,847,803.13		
			$ 23,450,029.89	
Emergency Compensation Paid	Prior to 1974	$ 3,953,737.00		
	1974	–0–		
	1975	(Refunds) —28.00		
			$ 3,953,709.00	
Direct Reimbursement Benefits Paid	Prior to 1974	$ 324,521.66		
	1974	486,317.48		
	1975	1,061,644.47		
	1976	1,244,982.47		
	1977	1,416,633.27		
	1978	1,023,784.74		
			$ 5,557,884.09	
Federal Share Extended Direct Reimbursement Benefits Paid	1975	$ 71,826.89		
	1976	81,733.85		
	1977	93,999.91		
	1978	44,358.31		
			$ 291,918.96	
			$599,741,437.63	
Special Administrative Expense Fund			$ 10,415.56	
Cumulative Disbursements				$599,751,853.19

Balance

Unemployment Compensation Fund			
Clearing Account	$ —1,081.95		
Trust Fund Account	24,998,683.55		
Benefit Account	—36,359,459.56*		
Fund Balance		$—11,361,857.96	
Special Administrative Expense Fund		96,249.45	
Cumulative Balance, December 31, 1978			$—11,265,608.51
Disbursements and Fund Balance			$588,486,244.68

*Includes liability to Federal Government of a $36,400,000 advance for the payment of Benefits.

Manpower Research Division

Table 1

Average Monthly Covered Employment, Wages Paid, Contributions, Benefits Issued, and Benefits Paid per $1.00 of Contributions, by Industry Division, Fiscal year 1978[1]

Industry Division	Average Monthly Covered Employment	Wages Paid, Covered Employment Total (000's)	Wages Paid, Covered Employment Taxable (000's)	Contributions Due (000's)	Benefits Issued Gross Amount (000's)	Benefits Per $1.00 of Contributions
Total	323,149	$2,989,736	$1,497,363	$49,257	$45,119	$ .92
Agriculture, Forestry, and Fisheries	2,534	21,727	14,553	516	728	1.41
Mining	175	2,021	917	33	195	5.91
Contract Construction	18,969	204,630	121,034	5,072	10,746	2.12
Manufacturing	108,831	1,173,615	620,789	20,870	17,847	.86
Food and Kindred Products	10,656	96,863	55,894	1,988	2,891	1.45
Textile Mill Products	9,155	83,479	50,967	1,830	1,220	.67
Apparel and Other Finished Products	3,770	30,195	20,150	700	670	.96
Lumber and Wood Products	14,211	146,109	85,758	2,961	2,883	.97
Furniture and Fixtures	1,075	10,294	5,938	169	105	.62
Paper and Allied Products	18,166	294,542	111,992	2,883	1,139	.40
Printing, Publishing, and Allied Industries	3,374	34,494	17,600	497	254	.51
Chemicals and Allied Products	1,261	15,632	7,542	251	165	.66
Rubber and Miscellaneous Plastics Products	3,983	35,057	21,453	771	893	1.16
Leather and Leather Products	20,428	163,587	106,908	4,163	4,772	1.15
Stone, Clay, and Glass Products	1,275	15,717	7,281	285	370	1.30
Primary Metal Industries	393	4,339	2,197	73	61	.84
Fabricated Metal Products	3,685	45,629	21,870	681	363	.53
Machinery, except Electrical	3,483	41,939	22,031	732	223	.30
Electrical Machinery	6,148	62,817	35,174	1,328	587	.44
Transportation Equipment	5,714	77,268	38,036	1,181	535	.45
Miscellaneous Manufacturing Industries	1,024	7,339	4,797	169	483	2.86
Other Manufacturing Industries	832	8,317	5,200	208	233	1.12
Transportation, Communication, Electric, Gas, and Sanitary Services	15,343	205,221	86,609	2,445	1,663	.68
Wholesale Trade	18,882	219,321	104,283	3,063	1,895	.62
Retail Trade	66,701	437,652	285,752	8,890	5,871	.66
Finance, Insurance, and Real Estate	15,610	160,653	78,957	2,164	825	.38
Services	67,352	491,614	184,469	6,204	5,349	.86
State Government	8,752	73,282	—	—	—	—

[1] State Government includes only state hospitals and institutions of higher education. Details may not add to total due to rounding.

Maine Department of Manpower Affairs
Manpower Research Division

Table 2

Statewide Covered Employment, by Industry Division, by Month, with Annual Average, 1978[1]

Industry	Annual	Total Covered Employment By Month											
	Average	Jan.	Feb.	March	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Total	379,519	356,030	355,709	358,987	371,026	379,575	394,219	389,452	394,961	393,487	390,292	385,384	385,110
Manufacturing—Total	111,323	106,786	107,312	107,823	108,955	110,095	115,032	108,432	114,015	114,372	114,292	114,219	114,542
Food and Kindred Products	10,812	10,143	10,580	10,521	9,949	10,170	11,083	10,829	12,180	11,577	11,261	11,001	10,447
Textile Mill Products	9,052	9,320	9,279	9,293	9,255	9,261	9,268	8,045	9,030	8,954	8,876	8,955	9,086
Apparel and Other Finished Products	4,213	4,054	4,030	4,034	4,265	3,947	4,040	4,208	4,426	4,417	4,395	4,350	4,387
Lumber and Wood Products	14,662	14,312	14,214	13,974	13,444	13,432	15,166	15,359	14,915	15,297	15,264	15,204	15,361
Furniture and Fixtures	1,115	1,106	1,108	1,114	1,084	1,095	1,100	1,108	1,138	1,111	1,161	1,145	1,107
Paper and Allied Products	17,814	17,589	17,672	17,623	18,070	18,364	18,966	16,360	16,192	17,771	18,351	18,429	18,382
Printing, Publishing, and Allied Ind.	3,507	3,402	3,387	3,398	3,417	3,424	3,508	3,613	3,537	3,555	3,611	3,591	3,636
Chemicals and Allied Products	1,379	1,275	1,203	1,268	1,319	1,292	1,394	1,465	1,631	1,497	1,410	1,502	1,290
Rubber and Misc. Plastics Products	4,022	4,053	4,043	4,072	3,748	3,823	3,957	3,877	3,975	3,928	4,180	4,270	4,343
Leather and Leather Products	20,965	19,529	19,706	20,123	21,297	21,534	22,177	19,446	22,080	21,995	21,436	21,160	21,100
Stone, Clay, and Glass Products	1,323	1,072	978	1,010	1,088	1,286	1,415	1,673	1,635	1,583	1,448	1,411	1,277
Primary Metal Industries	387	395	390	396	362	372	379	321	394	397	403	412	419
Fabricated Metal Products	3,681	3,580	3,604	3,621	3,708	3,727	3,705	3,677	3,772	3,565	3,632	3,641	3,944
Machinery, except Electrical	3,731	3,504	3,520	3,539	3,617	3,673	3,713	3,744	3,830	3,872	3,873	3,904	3,979
Electrical Machinery	6,541	6,081	6,166	6,191	6,328	6,498	6,717	6,484	6,764	6,805	6,781	6,849	6,830
Transportation Equipment	6,168	5,669	5,735	5,956	6,246	6,333	6,402	6,279	6,440	5,966	6,049	6,121	6,815
Misc. Manufacturing Industries	924	870	858	851	842	839	921	860	914	922	998	1,118	1,098
Other Manufacturing Industries	1,028	832	839	839	916	1,025	1,121	1,084	1,162	1,160	1,163	1,156	1,041
Nonmanufacturing—Total	268,196	249,244	248,397	251,164	262,071	269,480	279,187	281,020	280,946	279,115	276,000	271,165	270,568
Agriculture, Forestry, and Fisheries	3,327	2,677	2,684	2,709	2,973	3,388	3,360	3,748	3,747	4,174	4,120	3,275	3,065
Mining	160	107	101	105	115	130	150	226	225	209	199	184	171
Contract Construction	19,010	15,681	14,594	14,562	17,013	19,323	21,222	22,605	22,312	21,283	21,432	20,074	18,015
Transportation, Communication, Electric, Gas, and Sanitary Services	15,470	14,734	14,776	14,865	15,360	15,485	16,117	15,804	15,909	15,604	15,802	15,543	15,635
Wholesale Trade	19,448	18,755	18,663	18,840	18,970	19,264	19,617	20,104	20,242	19,856	19,681	19,598	19,780
Retail Trade	69,000	62,252	61,279	62,643	66,019	68,509	72,470	75,380	75,512	72,630	70,992	69,801	70,515
Finance, Insurance, and Real Estate	15,758	15,540	15,465	15,534	15,441	15,623	15,967	16,113	16,074	15,781	15,915	15,840	15,808
Services	67,340	62,017	62,256	62,780	64,928	66,271	68,846	74,316	74,811	70,210	68,264	66,501	66,884
State Government	18,135	16,903	17,372	17,691	17,778	17,769	17,713	18,672	18,480	18,774	18,923	18,748	18,792
Local Government	40,549	40,578	41,207	41,435	43,474	43,718	43,725	34,052	33,634	40,594	40,672	41,601	41,903

[1] Data relate to payroll periods which include the 12th of the month. Figures include employment in establishments operating on an intercounty basis as well as those which are located within individual

Maine Department of Manpower Affairs
Manpower Research Division

Table 3

Analysis by Industry and by Rate Class of Employer Accounts Rated at the Start of the Experience Rating Period, July 1, 1978—June 30, 1979

Industry	Total	2.4%	2.5%	2.6%	2.7%	2.8%	2.9%	3.0%	3.1%	3.2%	3.3%	3.4%	3.5%	3.6%	3.7%	3.8%	3.9%	4.1%	4.3%	4.5%	4.7%	5.0%
Total	17,828	3,724	543	825	1,050	1,149	960	710	672	608	554	549	663	580	344	317	279	220	222	192	163	3,504
Agricultural Production—Livestock	7	1	0	0	0	0	1	1	0	0	1	0	2	0	1	0	0	0	0	0	0	0
Agricultural Services	163	16	1	5	9	8	8	3	10	2	3	4	3	6	4	2	2	2	0	5	1	69
Forestry	7	2	0	2	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Fisheries	62	2	0	0	2	2	1	4	2	1	2	3	3	3	1	2	2	0	1	3	0	28
Metal Mining	4	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	1
Nonmetallic Minerals, except Fuels	13	1	0	0	1	1	0	0	0	1	0	1	0	0	0	0	0	0	1	0	0	7
General Building Contractors	876	62	13	12	16	19	24	23	22	13	17	20	29	33	20	23	22	17	22	13	10	446
Heavy Construction Contractors	123	10	0	2	1	0	2	2	3	1	1	0	2	2	1	4	2	3	0	4	2	81
Special Trade Contractors	1,532	122	27	39	42	46	33	31	31	39	43	41	57	41	36	27	28	30	34	23	24	738
Food and Kindred Products	168	65	6	4	7	5	4	2	1	3	1	2	1	1	1	4	3	1	3	2	0	52
Textile Mill Products	44	9	1	1	2	1	0	1	1	1	7	3	0	0	0	1	1	0	0	1	1	13
Apparel and Other Textile Products	29	2	1	1	1	2	0	1	2	0	1	1	4	1	1	1	0	0	0	0	1	9
Lumber and Wood Products	571	86	10	15	16	14	21	12	18	21	23	18	23	12	9	12	8	13	19	6	10	205
Furniture and Fixtures	22	5	3	0	3	0	3	0	0	1	0	0	0	2	0	2	0	0	0	0	0	3
Paper and Allied Products	37	20	3	4	1	1	1	1	0	0	0	0	1	0	1	0	1	0	0	0	1	2
Printing and Publishing	145	50	8	8	12	8	8	4	2	2	5	5	6	4	3	0	1	3	1	0	1	14
Chemicals and Allied Products	30	6	0	1	0	2	1	1	1	1	2	4	2	2	0	0	0	1	0	0	0	6
Petroleum and Coal Products	5	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	1	0	0	2
Rubber and Miscellaneous Plastics Products	29	3	1	1	3	0	1	2	0	0	0	2	0	2	1	1	1	0	0	0	0	11
Leather and Leather Products	80	7	2	1	2	0	4	1	2	1	0	1	5	2	1	4	1	1	2	1	2	40
Stone, Clay, and Glass Products	48	8	0	1	1	0	3	1	1	1	1	0	2	0	2	0	1	3	1	1	2	19
Primary Metal Industries	10	5	2	0	1	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0
Fabricated Metal Products	69	19	3	1	2	3	4	3	3	2	2	1	3	1	1	3	2	0	1	3	1	11
Machinery, except Electrical	82	20	3	2	4	5	3	2	5	4	4	4	4	5	1	0	3	1	2	1	0	9
Electric and Electronic Equipment	29	1	0	2	0	1	2	1	0	1	2	1	3	0	3	0	3	1	1	0	1	6
Transportation Equipment	74	18	2	2	1	2	4	1	2	2	5	1	6	2	1	2	0	1	0	3	0	19
Instruments and Related Products	17	2	0	1	0	0	2	0	2	0	2	0	1	1	0	0	0	1	2	1	0	2
Miscellaneous Manufacturing Industries	38	7	1	1	0	4	3	0	1	3	2	1	0	2	2	0	0	0	0	0	1	10
Local and Interurban Passenger Transit	84	21	2	3	3	7	6	4	3	1	1	4	1	4	1	1	3	4	0	0	0	15

Trucking and Warehousing	395	76	14	12	15	19	12	12	13	17	17	11	17	13	6	6	2	7	4	10	2	110
Water Transportation	76	14	0	1	2	7	8	3	1	4	4	3	1	2	2	0	3	2	2	1	2	14
Transportation by Air	20	4	0	0	0	2	2	0	0	1	2	2	1	0	0	1	2	0	0	1	1	1
Transportation Services	45	10	2	1	2	7	0	0	1	1	0	2	3	2	0	0	1	0	0	1	0	12
Communication	79	41	2	4	1	7	5	0	3	2	2	3	1	0	1	0	0	2	1	1	1	2
Electric, Gas, and Sanitary Services	93	27	4	8	7	10	5	5	2	5	0	3	5	0	0	1	1	1	3	1	1	4
Wholesale Trade—Durable Goods	774	307	25	22	35	32	34	26	37	28	31	22	25	24	10	12	8	2	7	8	9	70
Wholesale Trade—Nondurable Goods	753	323	31	28	24	34	27	25	17	20	23	10	29	25	9	13	5	12	9	3	4	82
Building Materials and Garden Supplies	362	117	17	14	22	17	14	14	12	12	5	15	11	8	7	10	5	3	3	4	1	51
General Merchandise Stores	163	41	3	9	12	7	15	14	6	7	9	1	1	1	3	1	1	3	3	1	1	24
Food Stores	956	181	26	42	65	78	67	55	47	40	31	33	31	34	23	23	16	13	10	9	4	128
Automotive Dealers and Service Stations	1,085	313	44	62	71	72	78	48	36	43	30	25	37	32	24	25	16	7	8	12	7	95
Apparel and Accessory Stores	325	94	9	17	22	20	22	10	11	12	5	9	16	12	2	4	5	4	4	1	4	42
Furniture and Home Furnishings Stores	302	89	8	13	25	19	14	12	12	10	8	8	11	5	6	5	6	3	6	2	1	39
Eating and Drinking Places	1,054	139	22	56	43	46	60	39	63	42	46	39	51	44	29	23	28	7	21	19	11	226
Miscellaneous Retail	967	286	24	49	57	63	53	43	34	32	25	29	42	31	20	8	14	10	8	9	2	128
Banking	75	43	8	4	7	4	1	3	0	0	1	2	0	1	1	0	0	0	0	0	0	0
Credit Agencies Other Than Bank	203	43	14	10	29	32	21	15	12	6	6	3	3	3	2	0	0	0	0	0	1	3
Security, Commodity Brokers, and Services	41	13	1	2	1	1	1	0	2	3	1	2	1	6	1	0	1	1	0	1	1	2
Insurance Carriers	97	63	3	7	6	1	1	2	0	3	1	2	2	1	1	1	0	0	0	0	2	1
Insurance Agents, Brokers, and Services	279	106	12	24	17	27	10	16	11	9	7	5	7	6	3	3	1	1	2	1	1	10
Real Estate	444	88	18	28	49	29	25	17	13	11	13	14	9	25	11	6	6	7	4	3	7	61
Combined Real Estate, Insurance, Etc.	68	25	3	1	10	14	4	2	0	0	0	0	0	0	0	2	1	1	0	1	0	4
Holding and Other Investment Offices	44	6	2	9	5	6	3	1	2	2	1	1	2	1	1	1	0	0	0	0	0	1
Motels and Other Lodging Places	639	75	22	17	31	54	51	27	38	31	27	23	19	25	16	12	11	10	11	4	10	125
Personal Services	520	154	20	38	36	51	34	20	24	10	12	20	16	16	7	6	8	6	2	5	3	32
Business Services	309	63	9	14	11	7	12	10	19	16	19	13	11	14	14	7	3	2	3	5	4	53
Auto Repair, Services, and Garages	375	72	13	21	17	33	31	21	22	15	10	15	16	17	8	6	4	3	2	3	2	44
Miscellaneous Repair Services	140	25	8	4	13	7	3	7	6	8	5	7	5	5	1	3	5	5	1	2	1	19
Motion Pictures	58	28	4	3	1	0	4	1	2	2	1	0	1	1	1	1	0	0	0	0	0	8
Amusement and Recreation Services	250	25	4	11	17	23	14	16	11	6	8	8	9	10	5	2	7	4	3	1	2	64
Health Services	1,209	99	42	101	168	158	99	86	47	60	43	48	64	48	10	21	15	5	7	6	12	70
Legal Services	356	48	19	29	32	44	31	16	19	13	12	18	15	17	4	9	4	3	2	2	0	19
Educational Services	50	7	1	3	2	7	1	3	6	1	3	0	3	3	4	1	1	0	0	0	0	4
Social Services	159	6	2	4	6	11	5	5	6	7	3	14	14	6	5	10	4	6	1	4	3	37
Museums, Botanical, Zoological Gardens	7	1	0	0	0	1	0	1	0	1	2	0	0	0	0	0	0	0	0	0	0	1
Membership Organizations	369	65	8	38	38	47	36	15	12	16	9	12	7	5	6	2	1	4	0	3	3	42
Private Households	20	2	0	0	2	2	2	3	0	2	1	0	0	0	0	0	1	1	0	0	0	4
Miscellaneous Services	269	34	10	10	19	19	16	15	12	7	6	10	18	11	9	3	9	2	3	1	2	53

Maine Department of Manpower Affairs
Manpower Research Division

Table 4

UC Deputies' Decisions by Type of Case, 1978
(Includes Determinations, Redeterminations, and Requalifications)

Type of Case	Total Number	Per Cent of Total	Allowed		Disqualified	
			Number	Per Cent	Number	Per Cent
Total	67,595	100.0	35,515	100.0	32,080	100.0
Employment Status	779	1.2	238	0.7	541	1.8
Able and Available	10,646	15.7	4,486	12.6	6,160	19.2
Work Search	1,896	2.8	302	0.8	1,594	5.0
Dependency Allowances	286	0.4	11	0.0	275	0.9
Earned Wages	1,157	1.7	622	1.8	535	1.7
Institute of Higher Education	531	0.8	111	0.3	420	1.3
Voluntary Quit	15,741	23.3	5,384	15.2	10,357	32.3
Retirement	175	0.3	35	0.1	140	0.4
Labor Market Area Removal	14	0.0	13	0.0	1	0.0
Discharge, Misconduct	6,483	9.6	4,228	11.9	2,255	7.0
Refusal of Offer	1,588	2.3	801	2.3	787	2.5
Refusal of Referral	915	1.4	461	1.3	454	1.4
Employer Unable to Contact	22	0.0	12	0.0	10	0.0
Call-In Response	26	0.0	10	0.0	16	0.0
Single Claimant Labor Dispute	578	0.9	56	0.2	522	1.6
Other Remunerations	3,106	4.6	428	1.2	2,678	8.3
Misrepresentations	847	1.3	1	0.0	846	2.6
Discharge for Crime	2	0.0	1	0.0	1	0.0
Reporting Requirements	21,852	32.3	18,243	51.4	3,609	11.3
Seasonality	951	1.4	72	0.2	879	2.7

PUBLICATIONS:

The following free publications are available:

1. Maine Manpower
2. Women and Minority Labor Force in Maine
3. Directory of Labor Market Information
4. Maine Occupational Licensing Requirements
5. Maine Occupational Outlook to 1985
6. Maine Occupational Staffing Patterns by Industry
    a. Wholesale and Retail Trade
    b. Manufacturing
    c. Nonmanufacturing Except Trade, Government, Hospitals and Regulated Industries
    d. Government
    e. Railroads, Trucking and Warehousing, and Transportation by Air
7. Maine Occupational Wages in Manufacturing Industries
8. Labor Force Estimates For Maine Cities and Towns
9. Monthly Labor Market Information Newsletters
10. Annual Planning Information Report
    a. Androscoggin County
    b. Aroostook County
    c. Cumberland County
    d. Kennebec County
    e. Penobscot Consortium
    f. York County
    g. Balance of State
11. Professional Applicants Provided by Maine Job Service

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF MANPOWER AFFAIRS (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	12,481,117	5,000	14,407		-331,747	12,793,457
Bal Brt Fwd— Encumbered	331,747				331,747	
Licenses/Permits/Fees/Tax	57,626,311					57,626,311
Fines/Forfeits/Penalties	198,416		20,299			178,117
Revenue From Federal Govt	21,449,334				21,449,334	
Revenue—Private Sources	531,450		531,450			
Fees Charged For Services	22,805		376			22,429
Adjustment of Balance Fwd	2,825		-12,871		38,491	-22,795
Transfers—Federal $	1,074,263				1,074,263	
TOTAL RESOURCES	93,718,268	5,000	553,661		22,562,088	70,597,519
EXPENDITURES						
Salaries and Wages	7,093,647		8,391		7,085,256	
State Share of Retirement	822,040		1,289		820,751	
Prof Service, Not By State	178,880				178,880	
Computer Service, By State	55,167				55,167	
Other Prof Serv., By State	1,648				1,648	
Travel Expenses, In-State	185,562		59		185,503	
Travel Expense, Out-State	21,698				21,698	
Operation—State Vehicles	4,054				4,054	
Utilities	386,724		1,500		385,224	
Rents	682,492		499		681,993	
Repairs	126,842				126,842	
Insurance	195,481				195,481	
General Operating Expense	106,330		20,635		85,695	
Fuel	11,367				11,367	
Other Supplies	216,863		506		216,357	
Grants to Pub. & Priv. Orgs.	4,526				4,526	
Unemployment Comp. Benefit	53,148,096				9,011,431	44,136,665
Public Assistance Grants	3,631,715		518,673		3,113,042	
Pensions	34,829				34,829	
Equipment Purchases	123,033				123,033	
Trans. to Gen.-Fund Sta-Cap	71,398		11		71,387	
Misc Ins/Retirmnt Fd Tran	-1,598		-1,598			
TOTAL EXPENDITURES	67,100,794		549,965		22,414,164	44,136,665

STATE EMPLOYMENT AND TRAINING COUNCIL

WESLEY R. DAY, CHAIRPERSON
JANE C. WEED, EXECUTIVE DIRECTOR

Central Office: *Telephone:* 289-2686
Location: 283 State Street, Augusta
Mail Address: 283 State Street, Augusta, Maine 04330

Established: May 23, 1979 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 04; *Umbrella:* 12; *Unit:* 168A; *Unit Citation:* Exec. Order FY 79 #14

Average Count—All Positions: 7 *Permanent Legislative Count:* 0

PURPOSE: The major responsibilities of the State Employment and Training Council, as mandated by the federal Comprehensive Employment and Training Act (CETA), are to continuously review and evaluate CETA and state agency employment, training and related services; to work toward the coordination of such programs, including consultation with the Maine Advisory Council on Vocational Education; to submit a public Annual Report to the Governor and to issue other appropriate reports and studies; to comment at least annually on the plans of CETA prime sponsors and state agencies providing employment, training and related services; to participate in the development of the Governor's Coordination and Special Services Plan; and to provide the CETA prime sponsors with specified planning information.

The SETC also serves as grant planner and manager for the Governor's Grants under Titles II and IV of CETA.

An Executive Order dated May 23, 1979, reiterates most of these responsibilities, and states that the SETC's overall responsibilities are to assist in the development of employment and training policy, to review Federal and State legislation relating to the employment and training system, and to plan and manage designated Governor's discretionary funds.

ORGANIZATION: The State Employment and Training Council, first known as the State Manpower Services Council, was created by the Comprehensive Employment and Training Act of 1973. The State Manpower Services Council and the Balance of State (Office of CETA Planning and Coordination) planning council were originally one and the same; in 1976, when two counties broke away from the Balance of State area to become independent prime sponsors, the State Manpower Services Council and the Balance of State Planning Council were separated, under federal regulation, and assumed separate sets of responsibilities.

The State Manpower Services Council was renamed the State Employment and Training Council in June of 1978, and remained within the Executive Department until Executive Order 14FY 78/79, dated May 23, 1979, transferred the Council into the Department of Manpower Affairs, with the Council Director reporting directly to the Commissioner of Manpower Affairs.

PROGRAM:

Grant Management. The SETC functions on a federal fiscal year beginning October 1 and ending September 30. During FY' 79, the SETC was funded through a $106,987 allocation under CETA, and in addition was responsible for the Governor's Statewide Coordination and Special Services Grant ($429,356), Special Vocational Education Grant ($644,034) and Youth Set-aside Grant ($194,112), all discretionary grants under CETA.

Among SETC's major activities during the state fiscal year were the planning, management and monitoring of these grants. Although targeted at different areas of services—statewide coordination, vocational education, and youth—all the grants have as their general purpose the supplementation and augmentation of existing employment and training services.

Monitoring and Research. In addition to grant monitoring, SETC monitors statewide programs of interest and concern to the employment and training community. FY' 79 monitoring has included the Young Adult Conservation Corps, and weatherization activities undertaken by community action agencies and CETA prime sponsors. The purpose of such monitoring is factfinding, leading to greater cooperation between CETA and providers of related and complementary services.

Research activities are varied. They have included the compilation of CETA data, not otherwise available, which is useful in analyzing performance and levels of service; the compilation of information leading to the 1978 SETC Annual Report on employment and training services available in Maine; investigations of federal legislation which may or will affect the state; and labor market analyses and projections not otherwise available.

Coordination. Tasks within this category have either or both of two goals: the promotion of greater cooperation among CETA and related programs, and the sharing of information. FY 79 activities included the organization of meetings and conferences at which CETA representatives and the staff of other programs or systems were brought together to explain their respective programs and operating standards, and to discuss ways in which their different services could more effectively serve common target groups. Examples include the Senior Community Service Employment Program, the Bureau of Apprenticeship and Training and the State Apprenticeship Council, the Young Adult Conservation Corps, and the Disabled Veterans Outreach Program.

Council comments on prime sponsors' and state agency annual plans are also aimed at increased coordination, as are the Council's membership on the Maine Occupational Information Coordinating Committee, the Maine Advisory Council on Vocational Education, and various other advisory councils and work groups. SETC's monthly newsletter, with a readership of over 1,000 prime sponsors, community organizations, state agencies, and other employment and training representatives, disseminates information on CETA and related plans and programs at local, state, and federal levels.

Finally, during FY 79, SETC initiated a new state legislative information service to prime sponsors, covering legislation which could affect the delivery of CETA programs or individuals likely to be served by CETA.

Balance of the State Fiscal Year. SETC activities for the balance of the fiscal year will continue those outlined above.

PUBLICATIONS:

1978 Annual Employment and Training Report to the Governor
Employment and Unemployment Among Maine Youth—January, 1979
A Review of the National Commission on Employment and Unemployment's Counting the Labor Force—April, 1979
Profile of CETA Participants in the State of Maine—June, 1979
Weatherization Report—April, 1979
State of Maine CETA Advisory Council Survey
Employment and Training Programs in the State of Maine FY 1978
CETA Title VI—March, 1978
Annual Planning Information (Labor Market)—1980

FINANCES, FISCAL YEAR 1979: Governor's Executive Order #14 FY 79 provides that the expenditures of this unit which amounted to $1,101,786 in FY 79, shall be borne by the Department of Manpower Affairs and, by administrative decision, are included in the financial display of the Office of Maine CETA.

MAINE OCCUPATIONAL INFORMATIONAL COORDINATING COMMITTEE

DAVID W. BUSTIN, COMMISSIONER MANPOWER AFFAIRS
GERARD P. BILODEAU, Executive Director

Central Office: *Telephone:* 289-2331
Location: Stevens School Admin. Bldg., Hallowell
Mail Address: Statehouse, Augusta, Maine 04333

Established: August, 1978 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 04; *Umbrella:* 12; *Unit:* 168B; *Unit Citation:* Exec. Order FY 79 #13

Average Count—All Positions: 4 *Permanent Legislative Count:* 0

PURPOSE: The central purpose of the MOICC is to promote coordination, cooperation, and communication among member Maine agencies in the development of a statewide career and occupational information system. This system will embody integrated sub-systems of information, will be based on uniform definitions and on standardized methodologies and occupational classifications, and will be designed to meet the common occupational information and data needs of vocational education and manpower program planners and administrators, and the career information needs of individuals, particularly CETA target groups, students and unemployed youths, who are involved in career decision-making or job search activities.

ORGANIZATION: The MOICC was created as a result of three Federal legislative acts—the Education Amendments of 1976, the Youth Employment and Demonstration Projects Act of 1977, and the Career Education Incentive Act of 1977—and by an Executive Order of the Governor. Statutory Committee membership is prescribed by the legislation and the Executive Order and consists of the Commissioner of the Department of Manpower Affairs, the Commissioner of the Department of Educational and Cultural Services, the Commissioner of the Department of Human Services, and the Chairperson of the State Employment and Training Council. The Department of Manpower Affairs serves as the MOICC's fiscal agent, and the Executive Director reports to that Department's Commissioner. Although grant approval and special purpose funding functions remain with the four statutory members, other agencies may be invited to participate as associate members in order to broaden the perspective of the Committee in coordinating the development and use of a comprehensive career and occupational information system. Associate members of the Committee consist of the following individuals: the President of the Maine Development Foundation, the Commissioner of the State Department of Personnel, the Director of the State Development Office, the Executive Director of the Office of CETA Planning and Coordination, the Director of the State Planning Office, and the Director of the Division of Community Services. A formal inter-agency agreement among the four statutory Committee members was signed in 1977, but actual Committee operations did not begin until the hiring of staff in November, 1978. Through a recent Executive Order, the Commissioner of the Department of Manpower Affairs was designated as Chairperson of the Committee.

PROGRAM: The MOICC received $170,000 from the Governor's four percent CETA discretionary funds to implement a computerized career and occupational information system on a demonstration basis at selected sites throughout the State. The computer terminal sites will serve diverse user groups within a variety of institutional settings such as a job service office, a vocational rehabilitation office, several CETA counseling centers and intake units, urban and rural high schools and secondary regional vocational education centers, and a youth correctional institution.

A substantial part of the project expenditures will go toward conducting an intensive training and evaluation effort. The overall purpose of the evaluation effort will be directed toward (1) measuring the impact of this computerized system on the various users in terms of their goal setting and career decision-making process, on their career and occupational awareness and on their job seeking and problem-solving skills, and (2) assessing the impact of this system on the different counseling programs in terms of the incorporation of this system as a tool in the different counseling program efforts.

In addition to the evaluation effort, the demonstration sites will be subject to close monitoring to ensure that the system is being used as intended and that the logistical aspect of this project is operating smoothly. The whole project proposal and the number of sites (13 sites) was scaled down to a level that would ensure that the MOICC office would be able to manage and control its operation. The answers obtained from the evaluation hopefully will provide a foundation of knowledge on which to base recommendations on the future direction of this type of delivery mode with respect to the various institutional users in Maine.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE OCCUPATION INFORMATION COORDINATING COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Revenue From Federal Govt	50,596				50,596	
Adjustment of Balance Fwd	4,200				4,200	
TOTAL RESOURCES	54,796				54,796	
EXPENDITURES						
Salaries and Wages	17,656				17,656	
State Share of Retirement	2,055				2,055	
Prof Service, Not By State	500				500	
Travel Expenses, In State	96				96	
Travel Expense, Out State	885				885	
Utilities	1,276				1,276	
Rents	143				143	
Repairs	78				78	
Insurance	424				424	
General Operating Expense	1,371				1,371	
Other Supplies	5,063				5,063	
Equipment Purchases	3,667				3,667	
Trans. to Gen. Fund Sta-Cap	562				562	
TOTAL EXPENDITURES	33,776				33,776	

OFFICE OF MAINE CETA

WILLIAM R. MALLOY, EXECUTIVE DIRECTOR

Central Office: *Telephone:* 289-3375
Location: Old Nurses Bldg. — AMHI
Mail Address: Hospital Street, Augusta, Maine 04333

Established: July 11, 1979 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 04; *Umbrella:* 12; *Unit:* 168C; *Unit Citation:* Exec. Order 1 FY 80

Average Count—All Positions: 62 *Permanent Legislative Count:* 0

PURPOSE: This office is responsible to administer grants received by the State from the Comprehensive Employment and Training Act (CETA). These grants include Title II-B, Title II-D, Title IV, Title VI, and Title VII. Programs funded under these grants are designed to provide training and employment opportunities to increase the earned income of economically disadvantaged, unemployed or underemployed residents of the following counties: Androscoggin, Aroostook, Franklin, Knox, Lincoln, Oxford, Sagadahoc, Somerset, Waldo, and Washington. The program is also responsible to establish a flexible, coordinated, and decentralized system of federal, State, and local programs so that services will lead to maximum employment opportunities and enhance self-sufficiency, and to provide further coordination of programs under CETA with other social service, employment and training related programs, economic development, community development, and related activities, such as vocational education, vocational rehabilitation, public assistance, self-employment training, and social service programs.

ORGANIZATION: From 1974 to 1979 the Office of Maine CETA was called the Office of CETA Planning and Coordination, and it was structurally within the Executive Department. In July of 1979, Governor Brennan renamed the office and placed it under the Department of Manpower Affairs with an Executive Order.

PROGRAM: The Title II-B program provides training activities primarily through subcontracts with community organizations, and local governments. The program includes classroom training, on-the-job training, and work experience programs for economically disadvantaged youth and adults. The Title II-D program provides public service employment programs for unemployed persons by creating subsidized jobs with public and private nonprofit employers. The Title IV program establishes a broad range coordinated employment and training programs for economically disadvantaged youth. The Title VI program provides temporary employment in public service jobs for unemployed persons during periods of high unemployment. The Title VII authorizes activities to increase the involvement of the private sector employers in the employment and training of the economically disadvantaged.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF MAINE CETA	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	–10,884,338		36,651		–10,920,989	
Bal Brt Fwd— Encumbered	10,920,989				10,920,989	
Revenue From Federal Govt	23,555,669				23,555,669	
Revenue From Local Govts	507,412		507,412			
Receipts From Other Funds	14,556		14,556			
Adjustment of Balance Fwd	–99,558		–109,232		9,674	
Transfers—Federal $	–1,798,168				–1,798,168	
TOTAL RESOURCES	22,216,562		449,387		21,767,175	
EXPENDITURES						
Salaries and Wages	1,464,066		314,452		1,149,614	
State Share of Retirement	95,926				95,926	
Prof Service; Not By State	86,747				86,747	
Other Prof. Serv., By State	44				44	
Travel Expenses, In-State	38,353		740		37,613	
Travel Expense, Out-State	12,571		72		12,499	
Operation—State Vehicles	3,583				3,583	
Utilities	41,635		14,217		27,418	
Rents	19,094				19,094	
Repairs	6,176		720		5,456	
Insurance	185,806		13,549		172,257	
General Operating Expense	78,844		4,202		74,642	
Food	12,635				12,635	
Fuel	5,162		67		5,095	
Other Supplies	31,132		–2,004		33,136	
Highway Materials	57				57	
Grants to Local Govts	12,087,216				12,087,216	
Grants to Pub. & Priv. Orgs.	7,622,009				7,622,009	
Public Assistance Grants	92,117		1,143		90,974	
Pensions	14,310		14,310			
Equipment Purchases	2,452				2,452	
Trans. to Gen.-Fund Sta-Cap	38,277		6,362		31,915	
TOTAL EXPENDITURES	21,938,212		367,830		21,570,382	

BUREAU OF LABOR

MARVIN W. EWING, DIRECTOR

Paul Lovejoy, Deputy Director

Central Office: *Telephone:* 289-3331

Location: State Office Bldg., Augusta *Floor:* 6

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:

Policy Area: 04; *Umbrella:* 12; *Unit:* 170; *Unit Citation:* 26 M.R.S.A., Sect. 41

Average Count—All Positions: 44 *Permanent Legislative Count:* 40

Organizational Units:

Board of Boiler Rules
Stationary Steam Engineers & Boilers Examining Committee
Board of Occupational Safety and Health
Board of Elevator & Tramway Safety
State Apprenticeship Council
Minimum Wage Rate on Construction Projects Board

PURPOSE: The Bureau of Labor and Industry was established to assure that work be done in a safe and healthful environment and that workers receive a fair wage for their endeavors. It is responsible for collecting, assorting and arranging statistical details relating to all departments of labor and industrial pursuits in the State; to trade unions and other labor organizations and their effect upon labor and capital; to the character of industrial accidents and their effect upon the injured, their dependent relatives and upon the general public. The director shall enforce all laws regulating the employment of minors, and the payment of wages; all laws established for the protection of health, lives and limbs of operations in workshops and factories; and those enacted for the protection of the working classes.

ORGANIZATION: The nucleus of the Bureau of Labor and Industry was established in 1873 of an activity under the direction of the Secretary of State to collect and print statistics on manufacturing, mining, commercial and industrial interests, together with the valuation and appropriations of municipalities. In 1887, a separate department, the Bureau of Industrial and Labor Statistics was established by the Legislature.

In 1911, this was changed to the Department of Labor and Industry with added responsibilities for enforcing laws regulating employment of children, minors and women, the protection of the physical well-being of factory workers and the payment of wages. The Department remained as a separate entity, with new duties and powers added from time to time, until 1972 when, in the reorganization of State Government, it became the Bureau of Labor and Industry with the new Department of Manpower Affairs. In 1975, the name of the Bureau was changed to become the Bureau of Labor and all reference to sex was elminated from the statutes.

In 1975 enabling legislation was enacted giving the Bureau authority to enforce safety and health rules and regulations in the public sector. The 108th session of the Legislature required each agency of government to cooperate fully with the Bureau's efforts to compile labor and industrial statistics.

PROGRAM: The Bureau of Labor is divided into five divisions under the direction of division directors who report to the Director appointed by the Commissioner of Manpower Affairs with the advice and consent of the Governor. The five divisions are Research and Statistics, Minimum Wage-Child Labor & Stuffed Toys; Boiler-Elevator-Tramway, Safety and Health, and Apprenticeship. The administration of these functions are governed by statute or statutory authority creating separate boards to promulgate rules and regulations which, within limitations, regulate the functions.

Division of Research and Statistics. The following are the major programs of this division:

Census of Maine Manufacturers: A survey of manufacturing firms requesting data relative to value of product, gross wages, number of workers, number of workers covered by union contract, capital expenditures, exports and imports. Data received is tabulated by industrial classification, county, civil division, economic area, and plant size, and is published annually.

Directory of Maine Labor Organization: A directory of Maine labor organizations listing the locals and their addresses, and the current officers with their addresses and telephone numbers.

Minimum Wage Rate on State Construction Projects: Wage data is obtained from construction firms by mail survey and used as a basis for the predetermination of wage rates for construction workers on State contracts of $10,000 or more.

Occupational Injuries and Illnesses Statistical Program: An annual survey of business firms conducted in cooperation with and partially funded by the U.S. Department of Labor, Bureau of Labor Statistics. Injury and illness statistics are tabulated, incidence rates calculated and published, along with additional data.

Supplementary Data System: An annual program of coding selected data contained in the Employer's First Report of Occupational Injury or Occupational Illness submitted to the Workers Compensation Commission. This data is then processed by computer and the tables published.

Division of Minimum Wage & Child Labor. The Maine minimum wage increased on January 1st, 1979, to $2.90 an hour. It is scheduled to increase again on January 1st, 1980, up to $3.10. Although the Maine minimum wage has increased eight times since October, 1970, there have been fewer violations and smaller amounts of back wages involved during the past few years. This indicates that the employers are becoming more aware of the minimum wage and overtime statutes.

More than $60,000 was paid back to 298 employees during the past year by employers who were found to be in error in paying minimum wage, overtime, unpaid wages and vacation pay. However, employers have been cooperative in correcting violations in all but a few remote cases where prosecution became necessary. The number of inspections has increased by 680 over the previous year but there were 1,112 fewer violations. Once again, this indicates that the employers are aware of the minimum wage and child labor laws and intend to comply.

The 109th Legislature enacted two important pieces of legislation that will have an effect on the Minimum Wage & Child Labor Division. The first is that minors under 18 years of age will be prohibited from working in hazardous occupations in agriculture. The second is that public employees will be subject to the State minimum wage law by September, 1979. Included in this new coverage will be State, County, municipal and school district employees.

The work permits approved for students under 18 years of age to be employed under certain conditions in non-hazardous occupations remain very close to the previous year and with the CETA and other Federally funded youth programs there is every indication that this summer will be a record for employment of Maine youth.

The trend continues with a higher number of registrations and certificates issued for the sale of Bedding, Upholstered Furniture and Stuffed Toys in the State of Maine.

With the addition of minimum wage coverage for public employees, child labor in agriculture, increase in registrations and tests for Bedding, Upholstered Furniture, and Stuffed Toys, complaints for unpaid wages and vacation pay and the notable increase in telephone calls, mail and personal visits to the Wage & Hour Division for information, it must be recognized that an increase in the cost of operations occurred, but it did not impair enforcement.

The following is a statistical summary of Wage & Hour Division activities:

Inspections	12,209
Violations, Total	5,266
Work Permits Approved	8,065
Minimum Wage & Overtime Paid to Employees	$17,861.75
Unpaid Wages & Vacation Pay to Employees	$42,448.16
Registration Fee, Bedding; Upholstered Furniture	$22,020.00
Registration Fee, Stuffed Toys	$ 7,190.00

LICENSES, PERMITS, ETC.:

Registration: Bedding & Stuffed Toys.

Permit: Learner Permit for Work, Handicapped Workers, Employment of Minors.

PUBLICATIONS:

Guide to Maine Minimum Wage Law, BL No. 62 Rev. 10 (free)

Maine Labor Laws Specifically Applicable to Youth, BL No. 477 (free)

Hazardous Occupations and Operations Subject to a Minimum Age of 18 Years, BL No. 1 Rev. 3 (free)

Bedding; Upholstered Furniture Law, BL No. 39 (free)

Stuffed Toy Law, BL No. 450 (free)

Census of Maine Manufacturers

Occupational Injuries and Illness Survey

Directory of Maine Labor Organizations

Characteristics of Work-Related Injuries and Illnesses in Maine

Maine Labor Laws—available at $5.00 per copy

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PL A-BAC system.

BUREAU OF LABOR	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	7,820		7,820			
Revenue From Federal Govt	89,604				89,604	
Legislative Approp/Alloc	585,813	585,813				
Adjustment of Balance Fwd	−15,500		−7,820		−7,680	
Transfers—Non Federal $	5,101	5,101				
TOTAL RESOURCES	672,838	590,914			81,924	
EXPENDITURES						
Salaries and Wages	487,018	455,705			31,313	
State Share of Retirement	56,312	52,694			3,618	
Prof Service, Not By State	197	90			107	
Computer Service, By State	7,428	1,260			6,168	
Other Prof Serv., By State	2,835	2,835				
Travel Expenses, In State	38,148	33,869			4,279	
Travel Expense, Out State	5,944	897			5,047	
Utilities	9,993	9,861			132	
Rents	1,218	1,218				
Repairs	890	890				
Insurance	11,849	10,607			1,242	
General Operating Expense	21,671	17,779			3,892	
Other Supplies	3,009	2,566			443	
Public Assistance Grants	20	20				
Equipment Purchases	5,847				5,847	
Trans. to Gen. Fund Sta-Cap	2,382				2,382	
TOTAL EXPENDITURES	654,761	590,291			64,470	

MAINE EMPLOYMENT SECURITY COMMISSION

ROBERT E. PENDLETON, JR., CHAIRMAN

Central Office: *Telephone:* 289-3029
Location: 20 Union Street, Augusta
Mail Address: P.O. Box 309, Augusta, Maine 04330

Established: 1936 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 04; *Umbrella:* 12; *Unit:* 172; *Unit Citation:* 26 M.R.S.A., Sect. 1081

Average Count—All Positions: 6 *Permanent Legislative Count:* 0

PURPOSE: The Maine Employment Security Commission was established to hear higher authority appeal cases involving disputed claims for unemployment compensation benefits. The Commission may amend or rescind rules, make expenditures from the Unemployment Compensation Fund, require reports, make investigations, and take other actions as necessary or suitable.

ORGANIZATION: The Maine Employment Security Commission was organized on December 21, 1936, as the Maine Unemployment Compensation Commission. Impetus for the Maine statute establishing the Commission came from federal legislation, primarily certain provisions of the Social Security Act of 1935 and amendments of the Wagner-Peyser Act of 1933. The Commission's Employment Service Division, set up in mid-1937, was linked with a nationwide employment service system through affiliation with the United States Employment Service. In 1937, the Commission opened offices throughout the State to provide local employment services and to receive claims for unemployment compensation. Benefit payments to unemployed workers began in January, 1938. Because of nationwide manpower concerns during the period of World War II, the State Employment Service, by Presidential Executive

Order, was taken over under direct Federal control from January 1, 1942, through November 16, 1946. On August 6, 1949, the name of the Commission was changed by legislation to the Maine Employment Security Commission. On July 1, 1972, as part of a reorganization of State Government by the Legislature, the Commission was renamed Maine Employment Security Commission and placed within the Department of Manpower Affairs. Recent legislation has revised the Maine Employment Security Commission to consist of three members: a representative of labor; a representative of employers; and a representative of the general public who is the chairman of the Commission. The three members are appointed by the Governor, subject to review by the Joint Standing Committee on Labor and to confirmation by the Senate, and hold office for a term of six years.

PROGRAM: The program of this unit is included with that of the Maine Department of Manpower Affairs, Employment Security, Unemployment Compensation Division.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit are, by administrative decision, included with those of the Maine Department of Manpower Affairs and are not accounted for separately.

STATE ADVISORY COUNCIL
(Manpower Affairs)
DAVID W. BUSTIN, COMMISSIONER

Central Office: *Telephone:* 289-3788
Location: 20 Union Street, Augusta 04330
Mail Address: P.O. Box 309, Augusta, Maine 04330

Established: 1936 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 04; *Umbrella:* 12; *Unit:* 173; *Unit Citation:* 26 M.R.S.A., Sect. 1082.

Average Count—All Positions: 9 *Permanent Legislative Count:* 9

Organizational Units: None.

PURPOSE: The Advisory Council's objectives are to aid the Department in formulating policies and discussing problems related to the administration of the Employment Security Law, and to assure impartiality and freedom from political influence in solving these problems. It may also make recommendations to the Legislature for changes which will aid in accomplishing the objectives of the Employment Security Law.

ORGANIZATION: Established by law in 1936, the State Advisory Council is composed of an equal number of members representing employers, employees, and the general public. The law was amended July 26, 1941 to limit the Advisory Council to not more than six members, and further amended August 13, 1947 to limit the State Advisory Council to not more than nine members equally representing employers, employees, and general public.

PROGRAM: The State Advisory Council held one meeting during fiscal year 1979, to discuss departmental policies and problems relating to the Employment Security Law.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $321.17 in FY 79 and are, by administrative decision, included with those of Maine Department of Manpower Affairs.

BOARD OF BOILER RULES

MARVIN W. EWING, CHAIRMAN
JOSEPH W. EMERSON, Chief Inspector

Central Office: *Telephone:* 289-3335
Location: State Office Bldg., Augusta *Floor:* 6
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1931 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 04; *Umbrella:* 12; *Unit:* 174; *Unit Citation:* 26 M.R.S.A., Sect. 171

Average Count—All Positions: 3 *Permanent Legislative Count:* 0

PURPOSE: The Board of Boiler Rules was established to promulgate and enforce rules for the safe construction, installation, alteration, repair, use and operation of all boilers covered by the statute. This includes all high pressure boilers (those operating at pressures exceeding 15 lbs. gage) and all low pressure boilers located in schools or owned by municipalities. The rules so formulated shall conform as nearly as practicable to the Boiler Code of The American Society of Mechanical Engineers.

The Boiler Division is required by statute to keep a complete record of the type dimensions, age, condition, pressure allowed, location and date of last inspection of all boilers covered by the statutes and to publish and distribute copies of the rules adopted by the Board and to hold examinations and issue licenses to inspectors, welders, engineers and operators of boilers.

ORGANIZATION: There have been boiler laws in Maine since 1850. In 1931 the Board of Boiler Rules was established within the Department of Labor & Industry. Today the Board is operating in the Bureau of Labor which is a subsidiary of the Department of Manpower Affairs. The activity is carried out in concert with the Board of Elevator and Tramway Safety and the field inspectors inspect boilers, elevators and tramways. The Chief Inspector of Boilers is the Supervising Inspector of Elevators and Tramways.

PROGRAM: During FY 79, the Board of Boiler Rules held one Public Hearing to consider appeals concerning Engineers & Operators licensing and interpretation of Sec. 178 of the Boiler Law. One private meeting was held to discuss legislation and a joint meeting was held with the Oil Burner Men's Licensing Board.

There are approximately 3,900 boilers in Maine which are covered by the statutes. Each is inspected semi-annually by state boiler inspectors or by inspectors employed by insurance companies and authorized by this office and who report directly to the Bureau of Labor. The goal of the Board of Boiler Rules is the elimination of all potential hazards inherent in boiler care and operation.

Pertinent statistics for fiscal year ending June 30, 1979 are as follows:

Boilers	
Inspection Reports from Insurance Companies	2,879
Boilers inspected by Boiler Division Inspectors	251
Inspection Certificates Issued	3,168
Welders' Tests Examined (Originals and/or retests)	237
Welders' Certificates of Authority Renewed &/or Issued	711
Boiler Inspectors' Certificates of Authority Issued	12
Engineers & Operators' Licenses Issued &/or Renewed	991
Total Income	$36,148.20

LICENSES, PERMITS, ETC.:

Boilers
Boiler Inspectors
Boiler Operators
Plant Engineers
Welders

PUBLICATIONS: Boiler Rules and Revised Boiler Law (free)

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $240 in FY 79 and are, by administrative decision included with those of the Bureau of Labor.

BOARD OF OCCUPATIONAL SAFETY AND HEALTH

MARVIN W. EWING, CHAIRMAN
HOWELL G. CUTTER, Director, Occupational Safety and Health

Central Office: *Telephone:* 289-3331
Location: State Office Bldg., Augusta *Floor:* 6
Mail Address: Statehouse, Augusta 04333

Established: 1975 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 04; *Umbrella:* 12; *Unit:* 179; *Unit Citation:* 26 M.R.S.A., Sect. 564

Average Count—All Positions: 7 *Permanent Legislative Count:* 9

PURPOSE: The Board was established to formulate and adopt reasonable rules and regulations for safe and healthful working conditions in places of public employment provided by the State, state agency, county, municipal corporation, school district or other public corporation or political subdivision.

The rules and regulations so formulated must conform as far as practicable with nationally recognized standards of occupational safety and health. A public hearing must be held after suitable notice has been published prior to the adoption of regulations.

ORGANIZATION: The Board of Occupational Safety and Health was appointed by the Governor in 1976. There are 10 members appointed for 4 year terms.

The Division of Occupational Safety and Health is empowered to enforce the rules and regulations adopted by the Board.

PROGRAM: Enforcement of the safety and health rules and regulations adopted by the Board became effective July 1, 1979.

Compliance officers of the Division of Occupational Safety and Health visited places of public employment provided by the State, State agency, county, municipal corporation, school district or other public corporation or political subdivision. Citations requiring corrections were issued when violations of the regulations were found.

In addition to enforcement inspections, the Division also made upon request courtesy inspections or consultative visits with private employers to help them in compliance with Federal OSHA requirements.

A 7-C-1 Consultation Contract with the Federal Occupational Safety & Health Administration was signed in October. Under this program one State Compliance officer has been assigned to conduct consultative inspections for private industry upon request. The purpose of the program is to inspect, issue citations, and consult without penalties so that conditions may be corrected prior to an enforcement inspection by the Federal Compliance officers.

The Board of Occupational Safety and Health held two public hearings during fiscal 1979. Minimum regulations for fire fighters were adopted, and Rules for Appeal Procedure were adopted as required by the Administrative Procedure Act.

During the year, the division provided speakers for group meetings, conducted safety meetings, and, in cooperation with the Maine Safety Council, participated in other safety programs. The Division also sponsored the annual Maine State Safety Conference.

The pertinent statistics for FY 79 are as follows:

Total Number of Calls	1,484
State Agency	299
Municipality	731
School District	101
County	18
Water/Sewer Dist.	196
Private/Courtesy	67
7-C-1 Consult	72
Citations	2,894

PUBLICATIONS:
Safety and Health Standards (free)

FINANCES, FISCAL YEAR 1979: The expenditures of this unit are, by administrative decision, included with those of Bureau of Labor.

MAINE LABOR RELATIONS BOARD

PARKER DENACO, EXECUTIVE DIRECTOR

Central Office: *Telephone:* 289-2015
Location: State Office Bldg., Augusta *Floor:* 6
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 04; *Umbrella:* 12; *Unit:* 180; *Unit Citation:* 26 M.R.S.A., Sect. 968

Average Count—All Positions: 6 *Permanent Legislative Count:* 7

PURPOSE: The Maine Labor Relations Board was established to further harmonious labor-management relations through the efficient administration of Municipal Public Employees Labor Relations Act, the State Employees Labor Relations Act, the University of Maine Labor Relations Act and the Panel of Mediators.

The Board is responsible for administering unit determination hearings, and appeals therefrom, under the Municipal Public Employees Labor Relations Act (PELRA), the State Employees Labor Relations Act (SELRA) and the University of Maine Labor Relations Act (UMLRA). After units have been determined and filed with the Board, the Board is then responsible for conducting representation elections to name the bargaining agent for the various bargaining units under all three Acts. The PELRA, SELRA, and UMLRA create impasse-resolution procedures which are administered by the Board and consist of mediation, fact finding and interest arbitration.

The Board and its Executive Director are responsible for the administration and assignment of members to the Panel of Mediators. This applies to both the public and private sector; however, the impasse resolution procedures of fact finding and interest arbitration are limited to the public sector under the PELRA, SELRA and UMLRA. In the event employees seek to terminate bargaining agent status, the Board is responsible for conducting a decertification election under the PELRA, SELRA and UMLRA. As of October 1, 1976, amendments to the UMLRA included thereunder employees of the Maine Maritime Academy.

Unfair labor practices, referred to as 'prohibited acts,' in the PELRA, SELRA and UMLRA are the Board's responsibility to adjudicate when alleged violations have occurred. Subordinate to the foregoing statutory functions of the Board is an education and information function intended to familiarize practitioners with the provisions of the PELRA, SELRA and UMLRA and to advise them of the rules and procedures employed by the Board.

ORGANIZATION: The Maine Labor Relations Board (MLRB) was first established as a Public Employees Labor Relations Board in 1972. Prior to the existence of the Board, the Municipal Public Employees Labor Relations Act from 1969 was administered by the Commissioner of Labor and Industry, but governmental reorganization in 1972 terminated this relationship. In 1975 the Board subsequently became the Maine Labor Relations Board and acquired responsibility for administrating the Municipal Public Employees Labor Relations Act, the State Employees Labor Relations Act, and the Panel of Mediators. In 1976 statutory admendments required the Board to administer the University of Maine Labor Relations Act as of July 1, 1976, and the amendments thereto for the Maine Maritime Academy as of October 1, 1976. The aforementioned restructuring of the Department of Labor and Industry to the Bureau of Labor and Industry was commensurate with the formation of the Maine Labor Relations Board. The MLRB initially consisted of three members, one representing each of the elements of public sector labor, public sector management and the general public interest, with the member representing the general public interest serving as chairman. These members, and their alternates (provisions for which were made in subsequent legislation), are appointed by the Governor and serve for terms of four years.

PROGRAM: As has been the experience over the past three years, the activities of the Maine Labor Relations Board during fiscal year 1979 have continued to grow at rates which have greatly surpassed the earlier fiscal years of its existence. Although new unit determination requests declined moderately (33 percent) from the prior year, the total number of such requests pending before the Board remained unchanged. The decline in new requests must be viewed against the remarkable increase in unit requests experienced in FY 1978 and FY 1977. In FY 1978 unit requests were up to 124 percent over FY 1977; in FY 1977 requests were up 50 percent over the prior year. In actuality, the moderate decline in unit requests may be viewed as a natural leveling off process. In other categories only fact finding requests declined (25 percent) from the year earlier figure. This may be due in part to the remarkable success rate achieved by the State Panel of Mediators who assisted the settlement of 67 percent of the matters which proceeded through mediation but were settled without fact finding or arbitration. This two-thirds achievement rate compares with a settlement ratio in the prior years of from 51 to 58 percent. Although that rate of achievement is unlikely to be maintained, it nonetheless reflects a growing feeling of confidence by parties in the competence of the individuals who serve on the Panel of Mediators. Election and decertification requests were up modestly, 9 percent and 14 percent respectively. The level of Board activity in all aspects is dramatically higher than the level of four or five years ago and reflects the increased organizational effort in areas other than the municipal educational sector and the growing awareness and competence of the Board clientele in the use of the Board's processes. In one critical area, that of prohibited practice complaints, there was a dramatic escalation of new filings. In FY 1979 71 new complaints were filed, one filing short of doubling the number filed in FY 1978. In part this truly impressive increase may be explained by the coming on line of the final State employee units and the first certifications under the University Act. As pointed out in the State Government Annual Report for fiscal 1978, the processing of increasing numbers of prohibited practice complaints places a considerable burden on the administrative staff of the Maine Labor Relations Board since such matters are among the most time-consuming services provided by the Board, involving, as they do, hearings, conducted by the Board rather than the staff, continuing research, Board deliberations, decision writing, and in some instances court appeals.

As a result of elections conducted by the Board among University employees in FY 78, approximately 1700 additional employees entered the negotiating phase of the collective bargaining relationship. In FY 79 the Board conducted a mail ballot election among the employees in the University of Maine Professional and Administrative Staff bargaining unit. As a result of that election, approximately 1000 additional employees came under the umbrella of the Board's services. At this juncture all of the State bargaining units and four of the six statutory University units have completed the representational process and have entered the on-going phases of collective bargaining. In addition to the two remaining statutory University bargaining units (the Clerical, Office, Laboratory and Technical unit and the Supervisory Classified unit), the Maine Maritime Academy units remain unaffected by formal representational activity at the end of FY 79.

Of special note is the fact that, during the past fiscal year, the State and bargaining representatives for upwards of 10,000 state employees concluded the negotiation process and finalized collective bargaining contracts. For a majority of employees the agreements were first contracts and followed months of negotiating which at times were marked by stalemated talks, considerable employee impatience and unrest, and prolonged legislative discussion over certain terms of the agreements. In the course of the long negotiations, Board processes were involved through an extensive mediation effort, lengthy fact finding hearings and a monumental fact finding report, and prohibited practice complaints filed on behalf of each side to the controversy. The comprehensive agreements which were entered into late in the fiscal year, according to reports, were overwhelmingly ratified by the membership of the employee organization.

As has been noted and has been the case with prior years, during FY 79 the Board staff dedicated a substantial amount of its time to the processing of prohibited practice complaints. In addition, a considerable amount of staff time is devoted to those unit determination matters which require hearings and the writing of reports and determinations by the hearing officer. The high level of case load in the two areas—prohibited practice complaints and unit determinations—typically consumes the most substantial portion of staff time.

Legislatively, two acts were passed by the 109th Legislature which directly affect the processes of the Maine Labor Relations Board. "An Act to Clarify Unit Clarification Procedures under the Municipal Labor Relations Act," Chapter 199 of the Public Laws of 1979, statutorily reversed a Board ruling which held that Unit Clarification petitions would be entertained only if filed in the 60-90 day period prior to the expiration date of a current collective bargaining agreement. The effect of the statute is that such petitions may be entertained at any time, contrary to the general rule governing unit determination and representation matters. Second, "An Act Relating to the Negotiations Involving State Employees under the Labor Laws," Chapter 125, Public Laws of 1979, permits either party to negotiations to publicize the parties' written bargaining proposals after 10 days following the exchange of initial proposals by either side.

PUBLICATIONS:

The Municipal Public Employees Labor Relations Act
The State Employees Labor Relations Act
The University of Maine Labor Relations Act
The Rules and Procedures of the Maine Labor Relations Board

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE LABOR RELATIONS BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	338	338				
Legislative Approp/Allis	167,111	167,111				
Transfers—Non-Federal $	1,849	1,849				
TOTAL RESOURCES	169,298	169,298				
EXPENDITURES						
Salaries and Wages	132,047	132,047				
State Share of Retirement	11,630	11,630				
Prof Service, Not by State	58	58				
Other Prof Serv, By State	4	4				
Travel Expenses, In-State	10,889	10,889				
Travel Expense, Out-State	572	572				
Utilities	3,521	3,521				
Repairs	188	188				
Insurance	2,455	2,455				
General Operating Expense	6,365	6,365				
Other Supplies	761	761				
Equipment Purchases	749	749				
TOTAL EXPENDITURES	169,239	169,239				

STATE APPRENTICESHIP COUNCIL

RUSSELL A. WEBB, CHAIRMAN
FRANK L. LOCKHART, Apprenticeship Specialist

Central Office: *Telephone:* 289-3331
Location: State Office Bldg., Augusta *Floor:* 6
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1943 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 04; *Umbrella:* 12; *Unit:* 181; *Unit Citation:* 26 M.R.S.A., Sect. 1002

Average Count—All Positions: 2 *Permanent Legislative Count:* 2

PURPOSE: The State Apprenticeship Council was established to provide to employers, a time-tested means of training persons to become proficient craftsmen in the trades through exposure to on-the-job work experiences and attending classes in related theoretical instruction. It is responsible for establishing standards of apprenticeship, registering and maintaining records of apprenticeship programs and apprentice agreements, and issuing certificates of completion to apprentices satisfactorily completing their training after periods of one to four years, designating the individual as a journeyman in a trade, thus providing employers with trained personnel. Meeting periodically, the Council cooperates with the Department of Educational and Cultural Services to provide supplemental instruction and the Veterans Administration in approving veterans for apprenticeship training.

ORGANIZATION: The State Apprenticeship Council was established by statute in 1943 with the responsibility for the registration of programs and apprentices. The federal Bureau of Apprenticeship and Training under the U.S. Department of Labor assists in the preparation of standards, conducting compliance reviews and related matters.

The Council is composed of eleven members appointed by the Governor, made up as follows: four members must be representatives of employees and members of a recognized labor organization; four members must be representatives of employers; and three members must represent the public. Appointments are made so that the term of one member of each group expires each year. The Council elects a chairman and secretary. The budget of the Council is incorporated in the overall budget of the Bureau of Labor. The Bureau Director exercises supervision over Council employees and the disbursement of funds. The Associate Commissioner of Vocational Education, the Commissioner of Manpower Affairs and the Director of the Bureau of Labor are ex officio Council members without vote.

PROGRAM: The number of active apprenticeship training programs totalled 341 at the end of the fiscal year. This increase of 35 programs this year is due to promotion by field staff of the Maine State Apprenticeship Council and the federal Bureau of Apprenticeship and Training. The number of apprentices now registered is 1,850, an increase of 394 over the previous fiscal year.

With the assistance of the National Association of State and Territorial Apprenticeship Directors, Inc., the Council has been approved by the federal Dept. of Labor as the registration agency for federal purposes. This reflects the Council's compliance with Title 29 CFR Part 29 "Labor Standards for the Registration of Apprenticeship Program" and Title 29 CFR Part 30—Equal Employment Opportunity by the Secretary of Labor. The purpose of this part is to promote equality of opportunity in apprenticeship by prohibiting discrimination based on race, color, religion, national origin, or sex in apprenticeship programs, and by coordinating this part with other equal opportunity programs.

The Council has taken the necessary steps to file the Rules and Regulations, which the Council has promulgated over the years, with the Secretary of State's office, to comply with the Administrative Procedure Act.

Continued goals of the Council are to provide the highest quality training possible by working with employers, Vocational Education officials, Joint Apprenticeship Training Committees, and apprentices; to publicize the educational advantages of apprenticeship training. The majority of apprentices receive a starting wage greater than the minimum and are earning their livelihood while learning a trade. Periodic wage increases are a requirement of each program.

Pertinent statistics for fiscal year 1978/1979 are as follows:

Apprenticeship

New Programs Registered	38
Programs cancelled	3
Total Programs to July 1, 1979—341	
New Apprentices Registered	670
Apprentices Reinstated	0
Apprentices Completed	119
Apprentices Cancelled	157
Apprentices Suspended	0
Total Apprentices as of July 1, 1979—1,850	
Veterans Registered	128

LICENSES, PERMITS, ETC.:

Certificates: After certification by the employer or a Joint Apprenticeship Training Committee and approval of a Vocational Education Representative, the Apprenticeship Council issues Certificates of Completion to apprentices who have successfully completed their apprenticeship training.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: 26 MRSA, Sect. 1002 provides that expenditures of this unit, which amounted to $254 in FY 79, shall be borne by Bureau of Labor and are, therefore, included in its financial display.

MINIMUM WAGE RATE ON CONSTRUCTION PROJECTS BOARD

MARVIN W. EWING, DIRECTOR

W.C. WEEKS, Division Director, Research & Statistics

Central Office: *Telephone:* 289-3331
Location: State Office Bldg., Augusta *Floor:* 6
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1965 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 04; *Umbrella:* 12; *Unit:* 182; *Unit Citation:* 26 M.R.S.A., Sect. 1307

Average Count—All Positions: 1 *Permanent Legislative Count:* 1

PURPOSE: The Bureau of Labor was delegated by law, and the Research and Statistics Division was assigned the responsibility of collecting wage data from construction firms of five or more employees. The data collected is used to predetermine the minimum wage rate for construction occupations on State projects. These wages are then inserted in the specifications for each construction project awarded by a State agency and containing $10,000 or more of State money. Any person objecting to the minimum wage established may appeal to the Board by filing a written notice within ten days of the date that the wage determination was filed. The purpose of the Board is to hear the appeal and to render a decision whether to affirm, revise, or amend the determination as filed by the Director of the Bureau of Labor.

ORGANIZATION: The Minimum Wage Rate on Construction Projects Board consists of 5 members, 4 of whom are appointed by the Governor, to serve at the will and pleasure of the Governor. The Governor, in making his appointments, must name one from labor engaged in the building trades, one from labor engaged in the highway and heavy construction trades, one from the highway and heavy contractors, one from the building contractors and the Director of the Bureau of Labor and Industry serves as a public member. The term of each member shall be for a period of 4 years. The members of the board serve without compensation.

PROGRAM: Since there were no appeals, the Board did not convene during the year.

The statistics for FY 79 are as follows:

Wage Determinations	85
Wage Investigations	2
Payment of Wages	$774.75

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: This unit is not authorized to receive or expend funds.

STATE BOARD OF ARBITRATION AND CONCILIATION

JOSEPH CHANDLER, CHAIRMAN

Central Office: *Telephone:* 289-2016
Location: State Office Bldg., Augusta *Floor:* 6
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1909 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 04; *Umbrella:* 12; *Unit:* 186; *Unit Citation:* 26 M.R.S.A., Sect. 911

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Maine Board of Arbitration and Conciliation was established to further harmonious labor-management relations in the State of Maine by endeavoring to settle disputes, strikes and lockouts between employers and employees. The Board operates in both the public and private sector. It may mediate or arbitrate in the public sector. It serves as a Board of Inquiry, as a Board of Conciliation, or as a Board or Arbitration with power to inquire and to investigate labor-management disputes in the private sector. Furthermore, the Board has the authority to subpoena either party to a dispute.

ORGANIZATION: The Maine Board of Arbitration and Conciliation was originally created in 1909, and experienced major reorganization in 1955. The Board consists of three primary members representing labor, management and the public. There are six alternates, two for each of the foregoing permanent positions. All permanent and alternate members of the Board are appointed by the Governor for terms of three years. Appropriations for the Board are included in the budget of the Maine Labor Relations Board.

PROGRAM: The Maine Board of Arbitration and Conciliation sustained a 66.7 percent increase, from 24 cases in the prior year to 40 cases in FY 79. In FY 78 the growth rate in cases referred to the Board increased 100 percent over the number filed in FY 77. The case load in the past fiscal year (1979) included one fact finding, 32 arbitration cases and 7 private sector strike and wildcat strike situations. In the public sector the cases involved the communities of:

Auburn
Bangor
Belfast
Biddeford
Gardiner
Millinocket
Mexico
Oakland
Phillips
Portland
Portland Housing Authority
Rockland
Rumford
Saco
Sanford
South Portland
Topsham
Waterville
Westbrook

The private sector cases involved Great Northern Paper Co., Jasper Wyman & Sons, DeCoster Egg Farms.

A review of the issues heard by the Maine Board of Arbitration and Conciliation during Fiscal Year 1979 includes the following:

1. Pay, insurance, et al.
2. Contract renegotiation strike
3. Seniority
4. Wildcat strike; rate of pay and conditions
5. Vacation time
6. Overtime pay
7. Seniority and classification
8. Suspension
9. Dues deduction
10. Workers' compensation; past practice
11. Past practices
12. Retroactive pay
13. Violation of 26 M.R.S.A. Section 911
14. Discharge
15. Violation of 26 M.R.S.A. Section 922
16. Summer use of vehicle
17. Retroactive pay
18. Subcontracting
19. Suspension
20. Discharge
21. Discipline and discharge
22. Dismissal of probationer
23. Rights of temporary employees
24. Walk out
25. Proper wage rate
26. Discrimination
27. Classifications and pay range
28. Check off
29. Arbitrability
30. Longevity; uniform allowance
31. Sick pay
32. Hours of work, sick leave, residency, et al.
33. Call-in pay

The statistics show that the average days per case rose to 3.53 from the previous level of 2.45 days per case in FY 78. In FY 1977 the rate was 4.66 days per case. The level reached in FY 79 (3.53 man-days per case) is somewhat misleading since one private sector case consumed an inordinate amount of time; factoring out that case the rate would be 3.15. With the steadily increasing case load in the grievance arbitration area, it is unlikely that the rate obtained in FY 78 (2.46 days per case) will be replicated since such cases are heard by a full Board panel of three arbitrators, whereas conciliation efforts are more commonly handled initially by the Chairman, as a neutral, rather than by a full panel.

The Board's activity in assisting settlement in private sector strikes should be noted. The intensive involvement of Board personnel in private sector strike situations during the past two years suggests that the Board's conciliation and inquiry functions are becoming more widely known and that it has contributed greatly to labor peace as well as to the preservation of Maine jobs for Maine people. The substantial increase in the demand for services from the Maine Board of Arbitration and Conciliation, particularly over the past two years, indicates a recognition of the importance of the Board's function and the great versatility to which the talents of its individual members can be devoted. It can be anticipated that since the demand for the services of the Maine Board of Arbitration and Conciliation has increased so dramatically over the past two fiscal years that the demand will taper off in FY 80 and remain approximately at the same level, plus or minus 20 percent.

Legislatively, the 109th Legislature passed an act clarifying certain procedures concerning the conciliation and inquiry functions of the Board and the Board's subpoena power: An ACT to Amend the Procedures of the State Board of Arbitration and Conciliation, Chapter 22, Public Laws 1979.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: 26 MRSA, Sect. 965, Sub-section 6 provides that expenditures of this unit, which amounted to $10,389 in FY 79, shall be borne by Maine Labor Relations Board and are, therefore, included in its financial display.

PANEL OF MEDIATORS

PARKER A. DENACO, DIRECTOR

Central Office: *Telephone:* 289-2016
Location: State Office Bldg., Augusta *Floor:* 6
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1976 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 04; *Umbrella:* 12; *Unit:* 187; *Unit Citation:* 26 M.R.S.A., Sect. 965

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Panel of Mediators was established to assist in effectuating the public policy of the State of Maine to provide a full and adequate facility for the settlement of disputes between employers and employees or their representatives and other disputes subject to settlement through mediation. Mediation procedures, as provided in the statute, shall be followed whenever either party to a controversy requests such services and the Maine Labor Relations Board or its Executive Director finds that the dispute is subject to settlement through mediation and that it is in the public interest to mediate.

ORGANIZATION: The Panel of Mediators, originally established in 1951, came under the administrative auspices of the Public Employees Labor Relations Board in 1973, at which time the number of members on the Panel was increased from the previous figure of five to consist of not less than five nor more than ten impartial members appointed by the Governor for terms of three years. There are currently seven appointees to the Panel of Mediators.

PROGRAM: The Panel of Mediators handled 81 mediation requests during fiscal year 1979. Eighty-six and one-half (86.5) percent of the cases involved the public sector, and the remaining thirteen and one-half (13.5) percent came from the private sector. The settlement rate for cases in both the public and private sectors during the past fiscal year was 67 percent. This is a marked increase over the settlement rates for the past several fiscal years which have ranged from 51 percent to 58 percent annually, and may reflect a growing feeling of confidence in the competence of the individuals who serve on the Panel of Mediators. However, it is unlikely that such a high success rate will be replicated year after year.

The statistics for fiscal year 1979 with respect to the number of mediation-man-days devoted to each case also reached a new high and may be correlated to the success rate achieved. The average mediation-man-days devoted to each case during the fiscal year was 2.20. This compares to a range of 1.40 (FY 1978) to 1.93 mediation-man-days per case during the past six years. The increase in man-days per case most probably reflects not only the intensified use of mediation in selected cases, but increased confidence in mediation as an effective dispute resolution mechanism.

It is unlikely that the mediation case level for FY 80 will exceed the levels of the past two years, but will remain close to that range. It would appear that, as indicated by the FY 79 figures, parties will use the mediation process somewhat more intensively than in the past. This intensified use of mediation may be expected not only as a result of the fiscal restraint considerations which affect government at all levels and the more complicated issues being referred to mediation, but also arises from the greater sophistication of negotiators in the strategic use of the available dispute resolution processes and greater confidence in the skills of assigned mediators.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: 26 MRSA, Sect. 965, Sub-section 2, ¶C provides that expenditures of this unit, which amounted to $13,618 in FY 79, shall be borne by Maine Labor Relations Board and are, therefore, included in its financial display.

BOARD OF ELEVATOR AND TRAMWAY SAFETY

MARVIN W. EWING, CHAIRMAN

Central Office: *Telephone:* 289-3335
Location: State Office Bldg., Augusta *Floor:* 6
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1949 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 04; *Umbrella:* 12; *Unit:* 386; *Unit Citation:* 26 M.R.S.A., Sect. 475

Average Count—All Positions: 4 *Permanent Legislative Count:* 5

PURPOSE: The purposes of the Board of Elevator and Tramway Safety are as follows: to protect Maine citizens and visitors from unnecessary mechanical hazards in the operation of elevators and tramways, to ensure that reasonable design and construction are used, and that accepted safety devices and sufficient personnel are provided for. The Board also makes sure that maintenance, inspections and adjustments are made which are deemed essential for the safe operation of elevators and tramways. The primary responsibility for design, construction, maintenance and inspection rests with the firm, person, partnership, association or corporation which owns or operates such a device.

ORGANIZATION: The Elevator Law was enacted in 1949 and in 1951 a Board of Elevator Rules and Regulations was established under the then, Department of Labor and Industry. National standards for new elevators were adopted and rules were promulgated for existing elevators. This activity has been operated in concert with the Boiler Inspection Division since that time and the Boiler Inspectors are also Elevator Inspectors.

The Passenger Tramway Safety Board was created in 1961 and operated until October 1977 under the Bureau of Parks and Recreation, Department of Conservation. The 108th Legislature passed legislation merging the Board of Elevator Rules and Regulations and the Passenger Tramway Safety Board to form the Board of Elevator and Tramway Safety within the Department of Manpower Affairs.

PROGRAM: The Board of Elevator and Tramway Safety held one hearing of Appeal and one Public Hearing during FY 79. The purpose of the public hearing was for adoption of new standards for installation of new elevators, escalators, manlifts and tramways. Those rules have since been approved by the Department of Attorney General and accepted by the Secretary of State for distribution. Those rules will become effective on October 11, 1979.

There are approximately 1,500 active elevators, escalators and manlifts and 75 active tramways at this time. There are approximately 300 inactive elevators. Both elevators and tramways are inspected semi-annually by State inspectors. Certificates of Inspection allowing legal operation are issued annually.

Pertinent statistics for fiscal year ending June 30, 1979 are as follows:

Elevators & Tramways	
Tramway Inspection Reports	163
Elevator Inspection Reports	3,153
Safety Test	725
Escalator Reports	8
Manlift Reports	12
New Elevators Installed & Inspected	67
Elevator Inspectors Examined	0
Elevator Mechanics Examined	3
Elevator Mechanics Licenses Issued	75
Elevator Certificates Issued	1,638
Tramway Certificates Issued	136
Total Income	$84,772.00

LICENSES, PERMITS, ETC.:

- License:
    - Elevator Operation
    - Elevator Mechanics
    - Tramway Inspectors
    - Wire Rope Inspectors

PUBLICATIONS: Elevator and Tramway Rules of Maine

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF ELEVATOR AND TRAMWAY SAFETY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	1,585		1,585			
TOTAL RESOURCES	1,585		1,585			
EXPENDITURES						
General Operating Expense	1,410		1,410			
Trans. to Gen. Fund Sta-Cap	141		141			
TOTAL EXPENDITURES	1,551		1,551			

DISPLACED HOMEMAKERS ADVISORY COUNCIL

ABIGAIL O. WINSTON, CHAIRMAN

Central Office: *Telephone:* 289-3431
Location: 20 Union Street, Augusta
Mail Address: 20 Union Street, Augusta, Maine 04330

Established: October 1977 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 04; *Umbrella:* 94; *Unit:* 390; *Unit Citation:* 26 M.R.S.A., Sect. 1604

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: One of the major goals of the Council is to establish a 2-year multipurpose service program to provide necessary training, counseling, and referral services for displaced homemakers. This program will be designed to provide services to displaced homemakers so that they may enjoy the independence and economic security vital to a productive life and thus become self-sufficient members of society. This Council in cooperation with the Commissioner of Manpower Affairs may contract with public or private sources to achieve the goals outlined in the Legislation including the service program that must include all types of counseling, training, education, and other assistance to displaced homemakers.

The Council has the overall responsibility for monitoring and evaluating the projects and may hold public hearings to determine the types of considerations that displaced homemakers may need in a geographical area.

ORGANIZATION: The Council consists of the Commissioner of Manpower Affairs, or the Commissioner's designee, and nine other individuals who are appointed by the Governor and who have experience in dealing with the problems of displaced homemakers, career counseling, or adult vocational education.

Furthermore, the Council administers an educational and training loan fund that was set up to act as a revolving fund. In addition to this, the Council may also accept private sources of funding or contributions to supplement this loan fund.

PROGRAM: A multi-service center for Displaced Homemakers is presently operating at the University of Maine at Augusta. Funds for the project were awarded through the Displaced Homemakers' Council. The center provides women with a supportive atmosphere within which they can come to terms with their change of lifestyle, strengthen their self-concepts, make career-life decisions and act on them, and move towards emotional, mental, and economic self-sufficiency. The following services are provided: one-to-one counseling to assist women with identifying and assessing present needs and skills and establishing goals for future directions in personal, career, and job development; information about, referrals to, and advocacy with other state and community agencies and services (legal, health, housing, financial assistance, education, training, and employment opportunities).

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit are, by administrative decision, included with those of the Department of Manpower Affairs.

STATE
POLICY
AREA
05

Natural Resources

Department of Conservation
Department of Environmental Protection
Department of Inland Fisheries and Wildlife

Other Independent Agencies, Boards, Commissions
Including: Baxter State Park Authority
Saco River Corridor Commission

MAINE

DEPARTMENT OF CONSERVATION

RICHARD E. BARRINGER, COMMISSIONER
NANCY ROSS, Director of Policy Planning and Program Services

Central Office: *Telephone:* 289-2212
Location: AMHI—Ray Building, Augusta *Floor:* 2
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 05; *Umbrella:* 04; *Unit:* 056; *Unit Citation:* 12 M.R.S.A., Sect. 5011

Average Count—All Positions: 265.5 *Permanent Legislative Count:* 219

Organizational Units:
Division of Planning and Program Services
Land Use Regulation Commission
Bureau of Public Lands
Coastal Island Registry
Bureau of Forestry
Maine Forest Authority
Mapping Advisory Committee
Committee on Spruce-Fir Silviculture
Bureau of Parks and Recreation
Keep Maine Scenic Committee
Allagash Wilderness Waterway
Maine Trails System Advisory Committee
Advisory Committee on Historic Sites
Maine Geological Survey
Maine Mining Bureau
Northeastern Forest Fire Protection Commission
State Board of Certification for Geologists and Soil Scientists
Board of Registration of Professional Foresters

PURPOSE: The Department of Conservation was established to preserve, protect and enhance the land resources of the State of Maine; to encourage the wise use of the State's scenic, mineral and forest resources; to ensure that coordinated planning for the future allocation of lands for recreational, forest production, mining and other public and private uses is effectively accomplished; and to provide for the effective management of public lands.

The primary responsibilities of the Commissioner of the Department of Conservation are to coordinate and supervise the activities and programs of the bureaus and agencies which are part of the Department; to undertake comprehensive planning and analysis with respect to the functions and responsibilities of the Department; to develop and implement procedures and practices to promote economy, efficiency and coordination in and between the various agencies and bureaus of the Department; and to recommend to the Governor and Legislature changes in the laws relating to the organization, functions, services or procedures of the agencies and bureaus.

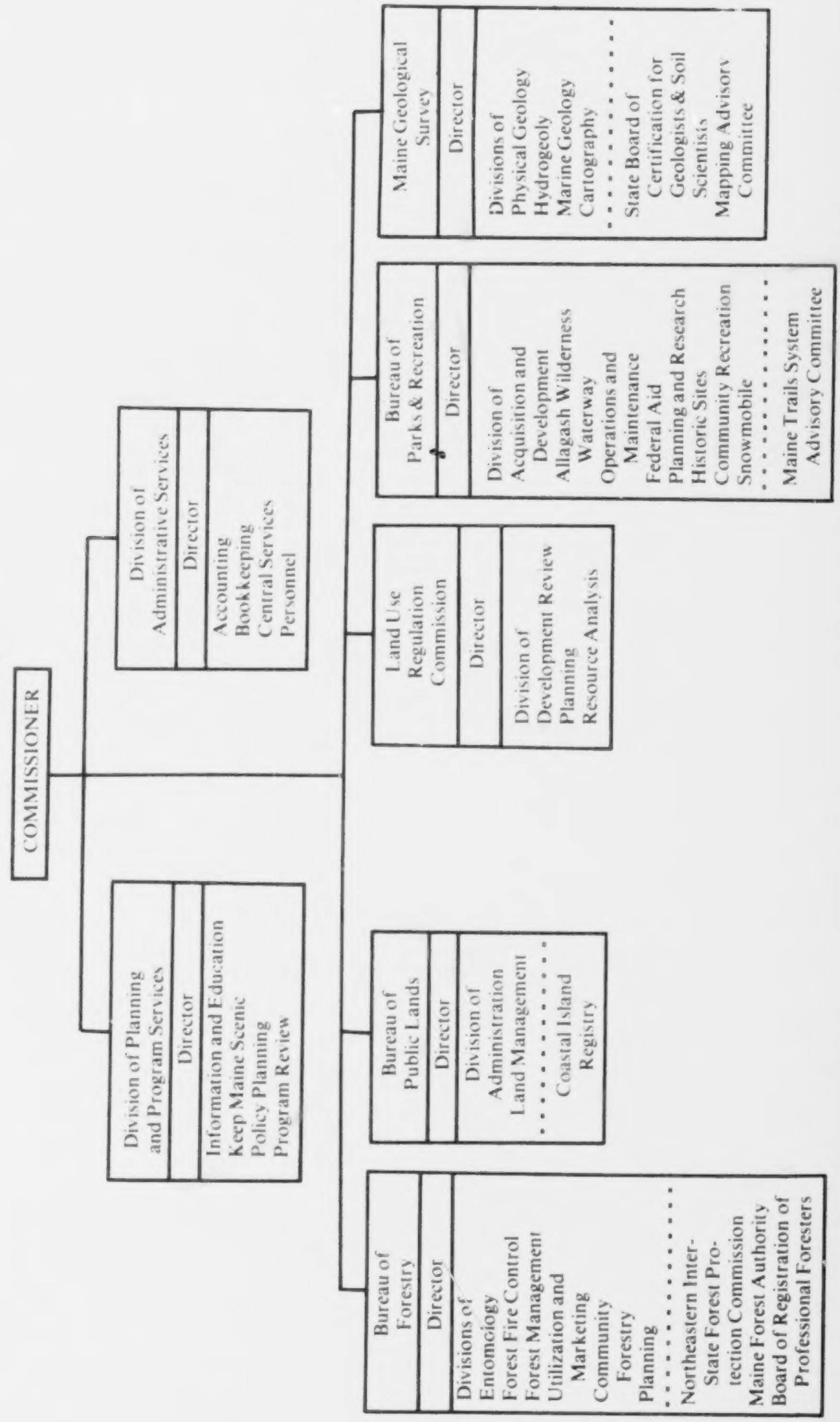
ORGANIZATION: The Department of Conservation was created in 1973 under State Government reorganization legislation combining the Forestry Department, the Department of Parks and Recreation, the Land Use Regulation Commission, the Bureau of Geology (formerly a division of the Department of Forestry), and the Bureau of Public Lands.

The Commissioner's office is organized into two major divisions, the Division of Planning and Program Services, and the Division of Administrative Services. Legislation passed during the 108th Legislature (effective October 24, 1977) established a Director's position for each of these divisions.

The Division of Planning and Program Services is responsible for the Information and Education function, Keep Maine Scenic, program review and evaluation, policy development, and long-range departmental planning.

The Division of Administrative Services provides the support services of personnel,

ORGANIZATIONAL CHART
DEPARTMENT OF CONSERVATION


COMMISSIONER
Division of Planning and Program Services
Director
Information and Education
Keep Maine Scenic
Policy Planning
Program Review
Division of Administrative Services
Director
Accounting
Bookkeeping
Central Services
Personnel
Bureau of Forestry
Director
Divisions of
Entomology
Forest Fire Control
Forest Management
Utilization and Marketing
Community Forestry
Planning
Northeastern Inter-State Forest Protection Commission
Maine Forest Authority
Board of Registration of Professional Foresters
Bureau of Public Lands
Director
Division of
Administration
Land Management
Coastal Island Registry
Land Use Regulation Commission
Director
Division of
Development Review
Planning
Resource Analysis
Bureau of Parks & Recreation
Director
Division of
Acquisition and Development
Allagash Wilderness Waterway
Operations and Maintenance
Federal Aid
Planning and Research
Historic Sites
Community Recreation
Snowmobile
Maine Trails System Advisory Committee
Maine Geological Survey
Director
Divisions of
Physical Geology
Hydrogeoly
Marine Geology
Cartography
State Board of Certification for Geologists & Soil Scientists
Mapping Advisory Committee

CONSOLIDATED FINANCIAL CHART FOR FY 79
DEPARTMENT OF CONSERVATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (inc Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	7,511,035	720,846	2,391,129		8,367	4,390,693
Bal Brt Fwd— Encumbered	974,838	451,951	260,989		154,276	107,622
Licenses/Permits/Fees/Tax	1,109,976		1,109,976			
Fines/Forfeits/Penalties	2,515		2,515			
Interest/Investment/Rents	74,509					74,509
Revenue From Federal Govt	4,075,205		2,903		4,441,802	—369,500
Revenue From Local Govts	27,563		27,563			
Revenue—Private Sources	15,000		15,000			
Fees Charged For Services	110,376		110,375		1	
Receipts From Other Funds	149,165		149,165			
Sale Of Securities	265,000					265,000
Legislative Approp/Alloc	12,641,033	12,641,033				
Transfers Contingent Fund	100,000	100,000				
Adjustment of Balance Fwd	23,768	5,886	—447,045		460,867	4,060
Transfers—Non-Federal $	822,155	790,942	31,213			
Transfers—Federal $	126,900				126,900	
TOTAL RESOURCES	28,029,038	14,710,658	3,653,783		5,192,213	4,472,384
EXPENDITURES						
Salaries and Wages	5,508,678	4,566,002	576,044		330,333	36,290
State Share of Retirement	701,546	590,568	66,801		39,769	4,408
Prof Service, Not By State	562,894	335,914	122,545		95,090	9,345
Computer Service, By State	8,394	2,243	3,655		2,496	
Other Prof. Serv., By State	69,235	62,079	6,431		725	
Travel Expenses, In-State	180,368	146,923	9,296		22,505	1,644
Travel Expense, Out-State	21,612	15,619	1,437		4,556	
Operation—State Vehicles	470,786	390,094	36,748		43,944	
Utilities	185,687	163,849	13,100		8,541	197
Rents	558,317	118,637	3,437		435,580	663
Repairs	333,762	239,077	28,283		51,837	14,565
Insurance	137,921	114,447	17,826		5,471	177
General Operating Expense	5,522,233	4,663,690	24,696		833,262	585
Food	7,714	4,113	3,033		568	
Fuel	149,507	148,449	908		150	
Other Supplies	285,003	233,632	30,908		19,842	621
Highway Materials	15,204		15,204			
Grants to Local Govts.	568,825	327,870	186,896		27,317	26,742
Grants to Pub. & Priv. Orgs.	68,183		48,493		19,690	
Pensions	88,955	41,990	46,913		37	15
Land And Land Rights	3,443,582		10		1,675,917	1,767,655
Buildings & Improvements	80,028	34,852	1,291		12,879	31,006
Equipment Purchases	754,292	534,814	139,887		79,396	195
Structures & Improvements	336,510	107,760	36,450		90,875	101,425
Equipment Construction	160		160			
Trans. to Gen.-Fund Sta-Cap	60,089		27,551		32,421	117
TOTAL EXPENDITURES	20,119,485	12,842,622	1,448,003		3,833,201	1,995,659

budget, audit, accounting, bookkeeping, and central office services. (see separate listing for detailed report on this Division).

PROGRAM: Department of Conservation operational activities, goals, objectives and plans are reflected in the reports of the individual bureaus and in the Division of Administrative Services.

Division of Planning and Program Services. The division has made operational a coordinated information and education program for the Department. The objectives of the program are to create and maintain understanding by the public of Department of Conservation programs, to foster public interest in the importance of wise natural resource management, and to promote interdepartmental understanding and cooperation. The information and education section prepares and distributes news releases and feature stories, prepares and revises informational folders, and maintains a photo file. The section engages in special projects, such as mailings and materials for Arbor Week. As a service to other programs in the department, the information and education section distributes news clippings twice each week, maintains a master "Conservation Calendar", distributes audio-visual materials and equipment, prepares a departmental directory, reviews reports and publications, and publishes a monthly newsletter. In addition, a Land Use Handbook, designed to help residents of the unorganized territory and plantations of the State understand and comply with Land Use Regulation Commission requirements, has been published.

The division has provided continuing policy review and assistance and monitored implementation of the Bureau of Forestry's program review. Assistance is being provided to the Bureau of Parks and Recreation in developing a Parks Plan. The division has continued preparation for the establishment of a Management, Planning, and Budgeting System for the Department.

The division has conducted a study of coastal storm damage problems on the Maine coast and formulated policy recommendations to reduce future damages. All but one of the recommendations were subsequently adopted by the Governor's Committee on Coastal Development and Conservation. A major recommendation calling for protection of coastal sand dunes—particularly for their flood buffering function—was implemented through legislation in the 109th legislative session.

The division also coordinated the development and review of Department policy papers, legislative programs, federal grant applications, and affirmative action.

The personnel count and fiscal report of the Commissioner's Office and the Division of Planning and Program Services are included in the financial display of the Division of Administrative Services.

PUBLICATIONS:

The Economics of Dickey-Lincoln from Maine's Perspectives, September, 1977.

Financial Aid available from the Department of Conservation.

Where Should Heavy Industry be Sited in Coastal Maine?, prepared for the Governor's Advisory Committee on Coastal Development and Conservation, February, 1978.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF CONSERVATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	5,213,841	547,695	222,987		52,466	4,390,693
Bal Brt Fwd— Encumbered	269,635	109,547			52,466	107,622
Interest/Investment/Rents	74,509					74,509
Revenue From Federal Govt	2,020,001				2,389,501	—369,500
Sale of Securities	265,000					265,000
Adjustment of Balance Fwd	4,517	457	—222,987		222,987	4,060
Transfers—Non Federal $	233,790	233,790				
Transfers—Federal $	19,926				19,926	
TOTAL RESOURCES	8,101,219	891,489			2,737,346	4,472,384
EXPENDITURES						
Salaries and Wages	49,301	7,186			5,816	36,299
State Share of Retirement	5,997	878			711	4,408
Prof Service, Not By State	15,014	5,455			214	9,345
Computer Service, By State	392	392				
Travel Expenses, In-State	2,082	−7			445	1,644
Operation—State Vehicles	83	7			76	
Utilities	197					197
Rents	823	147			13	663
Repairs	200,290	165,829			19,896	14,565
Insurance	344	76			91	177
General Operating Expense	1,357	605			167	585
Other Supplies	1,244	479			144	621
Grants to Local Govts	28,042	1,300				26,742
Grants to Pub. & Priv. Orgs.	9,690				9,690	
Pensions	15					15
Land And Land Rights	3,443,572				1,675,917	1,767,655
Buildings & Improvements	74,918	31,175			12,737	31,006
Equipment Purchases	398	203				195
Structures & Improvements	276,294	98,502			76,367	101,425
Trans. to Gen.-Fund Sta-Cap	1,501				1,384	117
TOTAL EXPENDITURES	4,111,554	312,227			1,803,668	1,995,659

BUREAU OF FORESTRY

A. TEMPLE BOWEN ACTING DIRECTOR

Central Office: *Telephone:* 289-2791
Location: AMHI—Ray Building
Mail Address: Statehouse, Augusta, Maine 04330

Established: 1891 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 05; *Umbrella:* 04; *Unit:* 058; *Unit Citation:* 12 M.R.S.A., Sect. 5013

Average Count—All Positions: 256 *Permanent Legislative Count:* 140.5

Organizational Units:
Division of Forest Management
Division of Forest Fire Control
Division of Community Forestry
Division of Utilization and Marketing
Forest Insect Manager
Div. of Planning, Evaluation and Research

PURPOSE: The Bureau of Forestry was established to ensure for present and future generations of Maine citizens the greatest economic and social benefits from trees and the forest lands of the State. The primary responsibilities of the Bureau are to encourage and promote appropriate forest land management practices on public and private lands to provide maximum benefits from forest products, recreation and related resources such as soil, water and wildlife; to provide advice and assistance in forest management to small woodland owners. To produce, distribute and plant forest seedlings to aid in accomplishment of these forest land management practices; to promote improved markets, utilization and manufacture of forest products, to maintain a thriving forest industry; to initiate and maintain up-to-date economic data, including a forest inventory for purposes of identifying current and future forest industry trends; to promote productivity and current use as the basis for forest land taxation; to encourage long-term forest management objectives; to protect the forest resource from fire, insects, diseases and other natural enemies; to encourage and promote the planting, care and protection of shade trees, shrubs and forest growth by individuals, municipalities and State agencies to maintain and improve the scenic beauty, wildlife habitat and recreational values of Maine; to determine, encourage and conduct needed research in forest resource and shade tree management; and to develop through information, education and formal publications a greater public awareness and appreciation of forests as Maine's basic economy and renewable resource, of the need to protect the forest resource, and of the economic and social benefits to be derived from multiple use of forest lands.

ORGANIZATION: The Bureau of Forestry originated in 1824 with the appointment of a Land Agent who, in 1891, was also designated Forest Commissioner. The Land Agent title was abolished in 1923 and the Agent's duties were assigned to the Forest Commissioner. In 1965, the Maine Forest Service which had evolved under the Commissioner was statutorily recognized as the Forestry Department. State Government reorganization legislation of 1973 renamed the Department as the Bureau of Forestry within the newly-created Department of Conservation, and designated the Forest Commissioner as Director of the Bureau of Forestry.

The Bureau is divided into 6 functional divisions. They are Forest Fire Control, Forest Management, Utilization and Marketing, Entomology, Community Forestry, and Planning, Evaluation and Research. The office of the Forest Insect Manager is also included within the Bureau. During 1977 it was determined that a functional line organization supervised from the Augusta office, would be more efficient and effective than the decentralized regional organization previously in effect. Under this organization, each division is administered by a chief executive officer who is in charge of all division activities. Field operations are administered through functional regional supervisors in the four regional offices.

Created by the 1976 Spruce Budworm Suppression Act, the office of the Forest Insect Manager coordinates programs relating to spruce budworm. Spraying projects, insecticide development, research, and tax incentives for applying silvicultural measures are the principal activities.

PROGRAM: The Bureau of Forestry's program is implemented through its various divisions.

Division of Forest Management. The foresters of the Forest Management Division provide forest management advice and assistance to the small landowners of the State. Generally, their duties include woodlot reconnaissance, management recommendations, timber stand improvement and timber harvest. Additional duties include technical assistance on Land Use Regulation Commission Forestry Permits, shoreland zoning assists and roadside harvesting law enforcement.

A federal program administered by the Agricultural Stabilization and Conservation Service has added considerably to the forester's workload. The Forestry Incentives Program (F.I.P.) was funded at $171,344 in Maine this year, and has resulted in significant increases in acreage planted to trees and in acres of timber stand improvement. Every request from a landowner must be personally reviewed and approved by a Bureau forester. During FY 79 service foresters gave technical assistance to 5,220 small woodland owners.

Division of Utilization and Marketing. The Division provides technical advice and assistance to timber operators and primary processors. During FY 79 work continued on the Sawmill Improvement Program (S.I.P.). Twelve sawmills were evaluated for lumber recovery of [illegible]0% was predicted, based on recommended improvements that would result in more accurate sawing and elimination of log over/under length.

Other activities of the Utilization and Marketing Division include the publication and distribution of six issues of the Primary Processor Newsletter to over 380 individuals and firms; data collection, compilation and publication of the annual timber cut in Maine; publication of a directory of all primary processors in Maine; administration of the Christmas Tree Transporters Registration Program, and the twice a year compilation and publication of stumpage and mill delivered prices.

Office of the Forest Insect Manager. In May and June 1979, a spruce budworm spraying project was completed covering 2,900,000 acres of infested forest land. Early surveys indicate that the project was generally successful in reducing larval populations and preserving foliage. The spraying was accompanied by an intensive series of environmental monitoring studies to assure that no adverse effect on wildlife and fish occurred.

The budworm research effort initiated by the 1976 Budworm Suppression Act continues to support research on improved control methods.

Division of Fire Control. The primary objective of this Division is to provide forest fire protection at the least cost with minimum damage to Maine's 17,749,000 acres. This objective is accomplished by doing four major tasks (1) prevention—⅓ of time and funds are expended in this effort, (2) detection—presently utilizing 29 towers and 12 detection aircraft, (3) presuppression—training of municipal and Divisional employees and maintenance and development of specialized equipment, (4) suppression—extinguishing fires that do occur.

The goal of the Division is to keep acreage burned less than .02 of 1% of the total acreage of the State and hold fire occurrence to 30 fires per million acres protected (532 fires). During 1978 there were 1,205 forest fires burning 3,170 acres. Both of these values exceeded the goals. This is due in part to a stronger effort to report all forest fires, especially from organized towns and an extended period of extremely dry weather.

Forest fire prevention continues to play a very important role in meeting the division's objectives. In 1978 the following prevention measures were accomplished.

Supplied radio and TV stations with taped fire prevention messages.

Circulated "Smokey Bear" programs in 35 schools talking to 4,000 school children.

Mailed 3,500 Junior Forest Ranger Kits.

Successfully prosecuted 207 violators.

Made over 6,856 inspections of chainsaws, spark arrestors and damages.

Presupression or preparedness is the key to a successful forest fire control program. Continued efforts are maintained in building and equipment maintenance. Most of this work is done by Divisional personnel.

Training, both in-service and with volunteer and municipal groups were conducted throughout the State. In addition special training programs were developed for hotshot crews, scouts and industry personnel in forest fire suppression techniques. Three specially trained & equipped fire overhead teams were organized & trained during 1978. In all, 817 training sessions were conducted, 11,891 people received training, and 1,730 individuals received certificates of completion.

*These figures are for the calendar year 1978. Fiscal year figures are unavailable.

Division of Entomology. The spruce budworm is the State Entomologist's major forest problem. Extensive air/ground surveys over the 8.1 million acres of spruce/fir forests identified tree conditions and insect population levels. The general tree conditions are more severe and insect population level is higher and more widespread than in 1978. Recommendations to the Forest Insect Manager for action included 5,500,000 acres for 1979. Representative field samples were analyzed in field laboratories. Research tests were planned and conducted and financed in cooperation with University of Maine at Orono, Federal and control project personnel. Improved survey and sampling techniques extends spruce budworm commitment over most of the year.

Other survey and active control projects were implemented for the elimination of browntail moth on mainland and islands in the Casco Bay area, and for white pine blister rust in 36 municipalities. A proposal for the integrated management of the white pine resource was approved for implementation as a demonstration project by a Resource Committee comprised of industry, state and U.M.O. persons. The general forest insect and disease survey was conducted statewide resulting in 700 separate insect collections at the Augusta laboratory for analysis, evaluation and recording. The quality of this survey system was enhanced by a system of light traps for detection of activity patterns of destructive forest species. Special surveys such as a spruce budworm parasite study provide additional important and useful data. Specific emphasis on forest diseases through identification and increased technical assistance to landowners, the public and other agencies became especially significant as a new serious forest disease Scleroderris Canker was discovered in the Eustis area.

The Office provided identification and technical advice to the public including small landowners, on a variety of pests of homegrounds, humans and pets. At least 200 requests were generated by the Public Nuisance law. Over 5,000 public assistance requests were responded to on the forest and shade tree resource. Also 625 permits were issued relating to Gypsy Moth and Oak Wilt quarantine regulations.

Division of Community Forestry. This Division was created in April, 1978 to administer and strengthen the programs of the Shade Tree Planting Program and the State Forest Nursery. The Division provides financial and technical assistance to municipalities in planting and caring for community trees. During FY 79, about 60 municipalities participated in the Shade Tree Planting Program. The State Forest Nursery grows and distributes (at cost) tree seedlings for reforestation as well as shrubs for wildlife. During FY 79, about 2 million seedlings were sold, and a tree improvement program was implemented.

Division of Planning, Evaluation, and Research. Created in April 1978, the Division coordinates Maine Forest Service activities on resource inventory, assessment of forestry issues for the Resources Planning Act process, and conducts general planning and evaluation work for the Bureau. It (1) coordinates resource teams dealing with specific forestry issues in Maine, (2) coordinates special policy reviews as needed, and (3) takes lead responsibility for development of the State Forest Resources Plan required for future United States Forest Service funding.

LICENSES, PERMITS, ETC.:

Permit:
- Campfire (Unorganized Territories)
- Gypsy Moth
- Burning Slash

Registration:
- Christmas Tree Transporters

PUBLICATIONS:

So Distinguished a Forest: Only In Maine
Forest Campsites
Can We Afford Our Idle Land
Woodland Management Service Available to You
Maine Forest Facts
Primary Processor Newsletter
Spruce Budworm Marketing Guide
Forest Trees of Maine
Planting and Care of Shade Trees
Field Book of Destructive Forest Insects
Protect White Pine from Blister Rust
Insect Primer
Damping-Off Studies in Coniferous Seedlings
Forest Insect-Disease Conditions for Maine
Spruce Budworm in Maine in 1977
Pesticide and Stream Insects
Photo Field Guide For On-The-Ground Evaluation of Spruce Budworm Damage
The Spruce Budworm Threat to Maine Forests
Saddled Prominent Complex in Maine
Saddled Prominent Outbreak of 1970-1971 and its Damage
Cleaning and Weeding Paper Birch—A 24 Year Case History

All publications are free.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF FORESTRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	691,713	173,151	598,733		—80,171	
Bal Brt Fwd— Encumbered	385,426	305,255			80,171	
Licenses/Permits/Fees/Tax	464,985		464,985			
Revenue From Federal Govt	1,870,182				1,870,182	
Fees Charged For Services	106		105		1	
Receipts From Other Funds	2,427		2,427			
Legislative Approp/Alloc	10,136,760	10,136,760				
Transfers Contingent Acct	100,000	100,000				
Adjustment of Balance Fwd	—5,556	12,053	—250,764		233,155	
Transfers—Non-Federal $	340,872	340,872				
Transfers—Federal $	604				604	
TOTAL RESOURCES	13,987,519	11,068,091	815,486		2,103,942	
EXPENDITURES						
Salaries and Wages	3,100,060	2,687,272	175,977		236,811	
State Share of Retirement	422,727	373,392	20,455		28,880	
Prof Service, Not By State	358,326	284,174	25,000		49,152	
Computer Service, By State	1,932	1,231			701	
Other Prof. Serv., By State	66,495	60,895	4,875		725	
Travel Expenses, In-State	148,258	128,919	774		18,565	
Travel Expense, Out-State	15,428	11,658			3,770	
Operation—State Vehicles	356,777	319,738	79		36,960	
Utilities	118,066	107,606	1,964		8,496	
Rents	532,657	111,691	1,310		419,656	
Repairs	70,797	59,664	71		11,062	
Insurance	74,345	68,445	2,466		3,434	
General Operating Expense	5,403,148	4,572,017	393		830,738	
Food	3,220	2,638	14		568	
Fuel	148,015	147,865			150	
Other Supplies	199,367	179,731	853		18,783	
Grants to Local Govts	253,687	226,370			27,317	
Grants to Pub. & Priv. Orgs	10,000				10,000	
Pensions	77,433	31,213	46,183		37	
Buildings & Improvements	3,677	3,677				
Equipment Purchases	619,249	474,120	65,733		79,396	
Structures & Improvements	9,258	9,258				
Trans. to Gen. Fund Sta-Cap	20,082		415		19,667	
TOTAL EXPENDITURES	12,013,004	9,861,574	346,562		1,804,868	

BUREAU OF PARKS AND RECREATION

HERBERT HARTMAN, DIRECTOR

Central Office: *Telephone:* 289-3821
Location: AMHI—Ray Building
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1935 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 05; *Umbrella:* 04; *Unit:* 059; *Unit Citation:* 12 M.R.S.A., Sect. 602

Average Count—All Positions: 59.5 *Permanent Legislative Count:* 45.5

Organizational Units:
Division of Acquisition and Development
Division of Operations and Maintenance
Community Recreation Division
Snowmobile Division
Division of Federal Aid
Division of Planning and Research
Allagash Wilderness Waterway

PURPOSE: The Bureau of Parks and Recreation was established to administer programs to acquire, design, construct, operate and maintain areas for public enjoyment and recreation. The primary responsibilities of the Bureau are to acquire, develop and manage State parks and memorials and to study and report to the Governor the needs for such facilities; to provide information and trails for snowmobiles; to administer a State grant-in-aid fund for municipalities; to preserve, protect, develop and manage the Allagash Wilderness Waterway; to provide and manage public facilities for boats; and to mark the waters of the State for hazards or remove same.

ORGANIZATION: The Bureau of Parks and Recreation originated in 1935 with the establishment of a State Park Commission consisting of five members, including the Commissioner of Inland Fisheries and Game and the Forest Commissioner, ex officio, and three citizen members appointed by the Governor with the advice and consent of the Council. The Commission was renamed Maine State Park and Recreation Commission in 1963 to meet federal requirements for U.S. Bureau of Outdoor Recreation funds. Administration of the Allagash Wilderness Waterway was assigned to the Commission in 1965. In 1971, the Commission was abolished and its duties assumed by a new Parks and Recreation Department which, in state government reorganization of 1973, became the Bureau of Parks and Recreation in the Department of Conservation. The Bureau provides administrative assistance to the Maine Trails System Advisory Committee (created in 1973).

PROGRAM:

Division of Acquisition and Development. The first purchases of land for the Bigelow Preserve, totaling 8472 acres on the north slope of Bigelow Mountain, were consummated by the Bureau in three parcels at a cost of $3,351,100. Substantial additions were purchased at Rangeley Lake State Park, Ferry Beach and a minor one at Tyler Pond. Forty-seven minor islands were accepted for management from the Bureau of Public Lands as a result of the Coastal Island Registry program. Management of 38 acres at Scarborough; Bangs Island; and Carver's Island was transferred to the Department of Inland Fisheries and Wildlife. The Town of Perry took responsibility for management of 100-acre Gleason Point, and Van Buren will manage a beach and 9 acres of land in T17 R3, on Long Lake, leased from the Great Northern Paper Co.

Initial development of Roque Bluffs State Park was completed and basic facilities were constructed on the Long Lake lease described above. Substantial improvements were made to facilities at Camden Hills, Lamoine, Woodbury Pond, Mt. Blue, Range Ponds, and Damariscotta Lake. A boat access site on State owned land at Eagle Lake was expanded and grants to local communities and others provided for completion of new or improved boat access sites at South Portland; Long Pond, Lincoln; Wilson Pond, Wilton; Sheepscot Lake, Palermo; Narraguagus River, Cherryfield; and Cold Stream Pond, Enfield.

Division of Operations and Maintenance. This Division over the past fiscal year has operated and maintained for the public's enjoyment, 28 state parks, 18 memorials, 50 boat launch areas, the Songo Lock and the Allagash Wilderness Waterway.

It is also responsible for the surveillance of 50 undeveloped properties and the monitoring of 12 conservation easements, along with 52 town operated, state owned parks and launch sites.

Marking of hazards to navigation in Maine lakes and issuing buoying permits are additional duties.

Division of Community Recreation. 31 communities received financial assistance under the Community Recreation Fund. Six conservation commissions received assistance through the Conservation Commission Grant Program. A Statewide survey was conducted on salaries and departmental budgets for all full-time recreation and parks departments. We have continued to lease State-owned areas to local communities for their operation as public park facilities. The Division has begun drafting an informational handbook on how a community should go about developing public bikeways. A number of recreational workshops have been provided to groups of interested citizens around the State, as has direct technical assistance to over 35 separate cities and towns. In addition, a job referral service for municipal recreation position vacancies across the State has been provided.

Snowmobile Division. The division continued to work closely with the 283 snowmobile clubs, providing them with assistance in membership programs, trail planning and development, and winter grooming.

During the past fiscal year, the Division processed 191 club grooming grant applications, approving 189. Also, 27 municipalities participated in the municipal grant program, an increase of 7 over last year. This resulted in the involvement by the Division in 7660 miles of snowmobile trail administered at the local level. Additionally, grants made to three (3) individuals made possible the continued availability of 50 miles of heavily used trail in unorganized areas of the State. The Division also continued the administration of five (5) major areas and some smaller trail systems within State Parks.

The grant made to the Northern Maine Regional Planning Commission to develop a plan for a snowmobile trail system in Aroostook County was completed and approximately 75% of the recommended trail work has been done. Also, a grant was made to the Maine Snowmobile Association to conduct a statewide snowmobile trail inventory and to propose the designation of interconnecting trails.

A Division representative served as co-chairperson of the International Association of Snowmobile Administrators during the past year and was elected to a second term at the recently held Snowmobile Congress.

Division of Federal Aid. During Fiscal Year 1979 this division secured approval on 34 projects involving $1,172,150 in federal funds from the Land and Water Conservation Fund. There were three State-sponsored projects for $185,000 and 31 municipally sponsored projects for $987,150. These figures represent 50% of the project costs.

Division of Planning and Research. During the past fiscal year, this division was primarily involved in special studies, including the submission of a Penobscot River report to the Governor, the completion of a day-use State Park survey, the start of an economic impact study of three day-use State Parks, the completion of a survey of Allagash Waterway users, and the continuation of contracts with Regional Planning Commissions to conduct inventories of public and private outdoor recreation areas and to conduct local analyses of needs.

New studies initiated include a planning concept for the Bigelow Preserve, an updated State Trails report, and a survey of the canoeing and fishing demands on Allagash Lake in the Allagash Waterway.

Historic Sites. Public use recorded for State Historic Memorials during 1978 totaled 283,085; an increase of 6,050 visitations over 1977.

An action plan for structural repairs to several State Historic Memorials was initiated in the fall of 1977. Funding came through an Economic Development Administration block grant amounting to $75,000. Substantial repairs were made in FY-79, to the following Memorials: the General Knox Mansion in Thomaston, Katahdin Iron Works in T6-R9, Fort Halifax in Winslow, Fort William Henry in Bristol and the Peacock Tavern in Richmond.

Storm damages sustained in the winter of 77-78 at Fort Edgecomb, Fort William Henry and to the restaurant and pier at Colonial Pemaquid were repaired in FY-79.

A structural and restoration project has been completed on the c. 1740 Fort House at Colonial Pemaquid in Bristol. This project, totalling $24,000, was funded through a National Register of Historic Places grant of $12,000, matched by State Bond Issue funds.

Phase I of an archeological project costing $17,000 within the 1692 Fort William Henry Quadrangle in Bristol was initiated through a National Register of Historic Places grant of $8,500 matched by State Bond Issue funds. The foundation walls of the Officer's Quarters were exposed and artifacts collected by excavators. These walls were consolidated by a team of masons and will remain as features to be interpreted. This project was completed in September, 1979.

A "Master Plan" for the long range development of Colonial Pemaquid as a major Historic Memorial was formulated and presented for review and comment in July of 1979.

Repair work has consumed much of this Division's effort in FY-79, with much success. Efforts to secure funding in order to properly address historic sites interpretation remains the most important need at the State's Historic Memorials.

LICENSES, PERMITS, ETC.:

Permit:

Placement of Buoys in State Waters

PUBLICATIONS:

1. Maine State Parks
2. Maine Historic Memorial
3. The Allagash Wilderness Waterway
4. Rules & Regulations for State Parks and Memorials
5. Rules & Regulations for the Allagash Waterway

All publications available at no charge.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PARKS AND RECREATION	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
RESOURCES						
Bal Brt Fwd—Unencumbered	1,258,940		1,211,023		47,917	
Bal Brt Fwd— Encumbered	213,887	13,558	190,535		9,794	
Licenses/Permits/Fees/Tax	634,654		634,654			
Revenue From Federal Govt	98,614		2,903		95,711	
Revenue from Local Govts	27,563		27,563			
Revenue—Private Sources	15,000		15,000			
Fees Charged For Services	4,047		4,047			
Receipts from Other Funds	1,916		1,916			
Legislative Approp/Alloc	1,796,951	1,796,951				
Adjustment of Balance Fwd	—2,173	—2,246	73			
Transfers—Non-Federal $	190,661	159,448	31,213			
TOTAL RESOURCES	4,240,060	1,967,711	2,118,927		153,422	
EXPENDITURES						
Salaries and Wages	1,604,961	1,375,304	209,624		20,033	
State Share of Retirement	184,959	158,892	23,902		2,165	
Prof Service, Not By State	37,364	9,324	20,772		7,268	
Computer Service, By State	426	426				
Other Prof. Serv., By State	582	79	503			
Travel Expenses, In-State	9,744	4,027	4,489		1,228	
Travel Expense, Out-State	1,877	743	1,134			
Operation—State Vehicles	87,975	61,807	26,168			
Utilities	39,985	35,011	4,974			
Rents	1,252	101	507		644	
Repairs	58,221	12,129	25,415		20,677	
Insurance	43,645	33,563	9,151		931	
General Operating Expense	32,859	21,817	10,746		296	
Food	1,414	1,414				
Fuel	1,032	584	448			
Other Supplies	55,074	37,419	17,620		35	
Highway Materials	15,204		15,204			
Grants to Local Govts	287,096	100,200	186,896			
Grants to Pub. & Priv. Orgs.	48,493		48,493			
Pensions	11,028	10,777	251			
Land and Land Rights	10		10			
Buildings & Improvements	1,291		1,291			
Equipment Purchases	109,956	60,396	49,560			
Structures & Improvements	50,958		36,450		14,508	
Equipment Construction	160		160			
Trans. to Gen. Fund Sta-Cap	9,661		8,577		1,084	
TOTAL EXPENDITURES	2,695,227	1,924,013	702,345		68,869	

MAINE GEOLOGICAL SURVEY

WALTER A. ANDERSON, ACTING DIRECTOR

Central Office: *Telephone:* 289-2801
Location: AMHI—Ray Building
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 05; *Umbrella:* 04; *Unit:* 060; *Unit Citation:* 12 M.R.S.A., Sect. 541

Average Count—All Positions: 9 *Permanent Legislative Count:* 5

Organizational Units:
Administration & Cartography
Hydrogeology Division
Physical Geology Division
Marine Geology Division
Mining Operations Division

PURPOSE: The Maine Geological Survey was established to map, interpret and publish geologic (physical resource) information and provide advisory assistance to the minerals industry and interpretive information for planning and regulatory agencies. The Survey is authorized to direct a program of effective geologic inventory, employing professional geologists for mapping purposes; to support an active minerals industry; to publish and sell geologic literature; to provide geologic information for public industry and State agencies; to cooperate with other State and Federal agencies; to house the State Board of Certification for Geologists and Soil Scientists; and to manage the work of the Mapping Advisory Committee.

ORGANIZATION: The Maine Geological Survey was originally established in 1957 as the Division of Geological Survey within the Department of Economic Development (D.E.D.). It was renamed the Division of Science, Technology and Mineral Resources in 1962, and in 1971, it was transferred from the former D.E.D. to the Forestry Department as the latter Department's Division of Geology. Under State Government reorganization legislation of 1973, the Division was again transferred and reestablished within the Department of Conservation as the Bureau of Geology. Three divisions plus an administrative section, currently operate within the Bureau.

The Maine Mining Bureau, originally established in 1941, is associated with the Maine Geological Survey through the membership of the State Geologist (Director of the Survey). The State Geologist, by virtue of his office, is also administrator and recorder of the Maine Mining Bureau.

The State Board of Certification for Geologists and Soil Scientists was established in 1973. An office and secretary for the Board is maintained at the Maine Geological Survey.

The Mapping Advisory Committee was created in 1973 by Executive Order. The Director of the Maine Geological Survey serves both as chairman and executive secretary of the Committee.

On June 22, 1977 the Governor approved the legislation which created the Maine Geological Survey, replacing and abolishing the Bureau of Geology. Furthermore the 108th Legislature in Chapter 360 repealed the Maine Mining Bureau and reassigned its statutory responsibilities to the Maine Geological Survey and to the Bureau of Public Lands.

PROGRAM: The Maine Geological Survey continues to carry out the guidelines established by the Five-Year Program Plan developed in 1977. The principal program involves physical resource inventories and evaluation as carried out by the following divisions within the Maine Geological Survey.

Physical Geology Division. This Division deals with the basic geologic mapping and interpretation of: surficial materials such as sand, gravel and clay and other materials; and bedrock mapping interpretation of rock types and rock structures. This basic geologic mapping effort is the foundation for the evaluation, appraisal and inventory of specific physical resources, mineral occurrences, and geologic hazards in the State of Maine. This division is involved in cooperative and applied programs with the U.S. Geological Survey, the Nuclear Regulatory Commission, the U.S. Department of Energy, and National Science Foundation.

Hydrogeology Division. This Division inventories ground water conditions, with emphasis on ground water supply and prevention of ground water pollution. Water well records are obtained on a continuing basis from drillers throughout the State. Maps depicting ground water flow direction, yield and depth have been prepared, largely in the coastal region in cooperation with the Coastal Planning Division of the State Planning Office. Research into salt water intrusion and other aquifer characteristics peculiar to coastal Maine is in progress. This research is in part in cooperation with the Water Resources Branch of the U.S. Geological Department of Environmental Protection. The Division has also completed a gravel aquifer mapping task in southern Maine and the effort continues into eastern and northern Maine, as well as being involved in developing a management strategy for Maine ground water resources.

Marine Division. The Marine Division's mapping program of coastal and near shore geologic environments for the State Planning Office inventory has been completed. The Division is continuing its long-range program to study shore line processes and problems. The Division now assists the Department of Environmental Protection in reviewing and evaluating wetlands protection permits, the Bureau of Parks and Recreation in beach planning, and the Department of Marine Resources in evaluating U.S. Army Corps. of Engineers dredging proposals. The Division also assisted in formulating a report to the Governor's committee on Coastal Development and Conservation on policy recommendations for reducing coastal storm damages.

Mining Operations Division. Working with the Bureau of Public Lands, the Mining Operations Division is preparing an inventory of mineral resources on public land. Exploration activity on public land is increasing with the stimulus of new metals finds in Northern Maine.

The Mining Operations Division has administrative jurisdiction over prospecting and mineral development on lands owned or held in trust by the State of Maine, encompassing over 200,000 acres of public lands, and the littoral bottom to three miles, plus all lake bottoms. Operating through the law and procedures of the Bureau, such of these lands as are amenable to mineral activity may be claimed by private prospectors for exploration and development. All environmental concerns are viewed by representatives of the Department of Environmental Protection to ensure proper control of such activities. Minerals are present on State land, and within compatible limits, are being leased and exploited. Revenue from licenses and leases are used by the Bureau to administer the program.

The jurisdiction of the Bureau does not extend to mineral activities on private or federal lands, and persons interested in conducting exploration on such private or federal lands should seek permission directly from the land owner or appropriate management agent. Not all of the lands which the State owns or holds in trust are open for mineral exploration, since the title, trust or use status of these lands restrict them for specific purposes not consistent with mineral development. Any person wishing to enter State lands for commercial mineral prospecting purposes should inquire at the Maine Geological Survey to determine whether the lands of his interest are open to prospecting.

Operations of the Mining Operations Division may be divided into four categories, as follows:

Permit Processing. The Division handles all Prospector's Permits and Claim Recording Applications as an office routine. Licenses to mine and leases are subject to full Geological Survey review, including environmental overview. Minor permits are also handled routinely. All of this is done in the office of the Maine Geological Survey.

Recording. The Maine Geological Survey maintains an active file of all activity in mineral development on State land. These annual records have been maintained at the Maine State Archives or this office since 1957. Also, exploration and development programs on State land by private companies are reported to the Maine Geological Survey and filed at the office.

Field Research. The larger percentage of Division funds and effort is directed to field mapping and on-site inspection of mineral potential and activity. Division staff are "borrowed" for mapping inspection and publication of specific mineral information on State land.

Promotion. It is the obligation of the State Geologist, acting for both the Mining Operations Division and the Geological Survey, to initiate mineral development on both State land and other, to visit mining companies, to maintain active industry correspondence and to conduct field visits for industry representatives.

LICENSES, PERMITS, ETC.:

Mineral Activity on State Land

1. Prospectors' Permit

2. Claim Recording Certificates
3. Land Use Ruling Permit
4. Licenses to Mine on State Land
5. Mining Leases on State Land
6. Machinery & Explosives for Prospecting

PUBLICATIONS: Geologic reports and maps of a highly technical character continue to be published by the Bureau. Recently, the Bureau undertook the publication of numerous maps and reports by all of its divisions that are prepared specifically for the planner and layman. Examples of these materials have been distributed to numerous planning groups and others. To handle the much increased load, a staff member has been assigned the specific task of coordinating the preparation and distribution of Bureau publications. These publications fall into four geological series: surficial, groundwater, bedrock, and marine which are economically and/or environmentally oriented.

Ten examples of these four types of publications are listed below. Please add the 5% state sales tax to the publication's purchase price when ordering.

Glacial Lake and Glacial Marine Clays of the Farmington Area, Maine, Origin and Possible Use as Lightweight Aggregate, by Dabney W. Caldwell; 6/1/59 Price:$.95

The Geology of Baxter State Park and Mt. Katahdin, by Dabney W. Caldwell, 2nd Edition; 1972. (1st Edition, 1960, out of print) Price: $1.25

Contributions to the Geology of Maine: Papers by A.J. Boucot, F.M. Beck, R.G. Doyle, Bradford Hall, Richard Gilman; September, 1966. Price: $.75

Stratigraphy of the Southern End of the Munsungun Anticlinorium, Maine, by Bradford A. Hall; 1970. Price: $5.00

History of Sedimentation in Montsweag Bay, by Detmar Schnitker; 1972. Price: $1.25

Geologic Map of the Portland Quadrangle, Maine, by Arthur M. Hussey II; 1971. Price: $2.85

Mineral Resources Reference Map, Portland-Bath Sheet, scale 1:250,000, by Robert G. Doyle; May 1, 1959. Price: $.50

Preliminary Geologic Map of Maine, scale 1:500,000, compiled and edited by Robert G. Doyle; A.M. Hussey II, chief compiler; December, 1966. Price: $3.00

Generalized Geologic Map of Maine, (8½" x 11" map sheet). Compiled by Arthur M. Hussey II; 1972. Price: $.25 for 1 to 99 copies; and $.20 per copy for 100 or more copies.

Bibliography of Maine Geology, 1672-1972, by Arthur M. Hussey II; June, 1974. Price: $4.50

The Maine Mining Law for State-owned Lands, July 1978 Price: $1.00

The Bureau has many more maps and publications; a complete list may be obtained upon request.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE GEOLOGICAL SURVEY	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
RESOURCES						
Bal Brt Fwd—Unencumbered	27,681		27,681			
Bal Brt Fwd— Encumbered	5,350	5,057	293			
Licenses/Permits/Fees/Tax	10,337		10,337			
Revenue From Federal Govt	80,701				80,701	
Fees Charged For Services	3,535		3,535			
Legislative Approp/Alloc	147,214	147,214				
Adjustment of Balance Fwd	—332		8,021		—8,353	
Transfers—Federal $	66,874				66,874	
TOTAL RESOURCES	341,360	152,271	49,867		139,222	
EXPENDITURES						
Salaries and Wages	175,421	104,847	14,364		56,210	
State Share of Retirement	21,028	12,480	1,937		6,611	
Prof Service, Not By State	18,156	2,695			15,461	
Computer Service, By State	476		62		414	
Other Prof. Serv., By State	3	3				
Travel Expenses, In-State	3,584	1,369	47		2,168	
Travel Expense, Out-State	2,160	1,374			786	
Operation—State Vehicles	13,602	5,924	801		6,877	
Utilities	6,281	6,236			45	
Rents	19,364	3,810	287		15,267	
Repairs	439	156	81		202	
Insurance	3,305	2,287	457		561	
General Operating Expense	7,950	1,449	4,595		1,906	
Other Supplies	3,544	46	2,755		743	
Buildings & Improvements	142				142	
Equipment Purchases	6,053		6,053			
Trans. to Gen.-Fund Sta-Cap	10,313		2,051		8,262	
TOTAL EXPENDITURES	291,821	142,676	33,490		115,655	

MAINE LAND USE REGULATION COMMISSION

KENNETH G. STRATTON, DIRECTOR

Central Office: *Telephone:* 289-2631
Location: AMHI—Ray Building
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1969 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 05; *Umbrella:* 04; *Unit:* 061; *Unit Citation:* 12 M.R.S.A., Sect. 683

Average Count—All Positions: 11 *Permanent Legislative Count:* 11

Organizational Units:
Development Review Division
Resource Analysis Division
Planning Division

PURPOSE: The Maine Land Use Regulation Commission was established to promote the health, safety and general welfare of the people of the State of Maine by planning for the proper use of resources and guiding land use activities to achieve this proper use. The primary responsibilities of the Commission are to determine the boundaries of areas within the unorganized areas of the State that fall into certain land use districts (zoning); to prepare land use standards for each district; to review applications for development in the unorganized areas of the State; and to prepare a comprehensive land use plan for these areas.

ORGANIZATION: The Maine Land Use Regulation Commission was established in 1969 as an independent agency. In 1973, under State Government reorganization legislation, the Commission was made a part of the Department of Conservation, created that year.

PROGRAM: During fiscal year 1979, the Maine Land Use Regulation Commission completed the rezoning of its jurisdiction. This rezoning was done pursuant to the new *Land Use Districts and Standards* developed by the Commission and based upon the *Comprehensive Land Use Plan for the Plantations and Unorganized Townships of the State of Maine.* The Commission has initiated a review of the plan, standards, and zoning.

The Commission stepped up its program of providing planning assistance to local communities within its jurisdiction that have indicated a desire to exercise land use controls at the local level. Through the State's "208" Water Quality Program, the Commission completed a survey of erosion and sedimentation problems associated with forestry operations. In addition, the Commission has continued its other programs, specifically, the Citizens Advisory Board, regional office in Presque Isle, and various educational and informational efforts.

Throughout FY 79, the Commission reviewed and acted upon approximately 770 applications for buildings, subdivisions, developments and forestry operations. Under a "one-stop" permitting program, the Commission is the lead agency for processing of land use permit applications in the unorganized towns and plantations. This new program eliminates the need for the public to apply to several agencies having overlapping authorities; only a single application to the Commission is needed in normal circumstances. To help people better understand environmental laws and regulations, the Commission completed and published a Land Use Handbook.

LICENSES, PERMITS, ETC.:

Permits:
- Building (Plantation and Unorganized Townships)
- Development
- Subdivision
- Road Construction
- Bridge Construction
- Zoning Petitions
- Forestry Operations
- Utility Line Extension

PUBLICATIONS: The first copy of any publication is free to the public. The price listed after each publication is for each subsequent copy. A 5% State Sales Tax must be included with the fee when ordering additional copies.

Manual of Land Use Planning—1/76	$1.00
Building in the Wildlands of Maine—9/73	$2.00
Subdividing in the Wildlands of Maine—9/73	$2.00
Comprehensive Land Use Plan for the Plantations and Unorganized Townships of Maine—8/76	$2.00
Revised Statutes Annotated Title 12, Chapter 206-A	$1.00
Land Use Districts and Standards	$2.00
Land Use Handbook (Complete Set)	$10.00
Section 1, Your Land	$2.00
Section 2, Maine Land Use Laws	$2.00
Section 3, Maine Land Use Regulation Commission	$2.00
Section 4, How to Apply for a L.U.R.C. Building Permit	$2.00
Section 5, Design Ideas	$2.00
Section 6, Erosion Control on Logging Jobs	$2.00
Section 6, Erosion Control on Logging Jobs (French Version)	$2.00

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE LAND USE REGULATION COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fw—Unencumbered	1,232		3,092		—1,860	
Bal Brt Fwd— Encumbered	13,207	11,347			1,860	
Revenue From Federal Govt	5,707				5,707	
Legislative Approp/Alloc	309,724	309,724				
Adjustment of Balance Fwd	—4,378	—4,378	—3,093		3,093	
Transfers—Non-Federal $	12,904	12,904				
Transfers—Federal $	11,962				11,962	
TOTAL RESOURCES	350,358	329,597	—1		20,762	
EXPENDITURES						
Salaries and Wages	184,441	172,978			11,463	
State Share of Retirement	20,826	19,424			1,402	
Prof Service, Not By State	30,253	25,902			4,351	
Computer Service, By State	1,575	194			1,381	
Other Prof. Serv., By State	697	697				
Travel Expenses, In-State	11,761	11,662			99	
Travel Expense, Out-State	198	198				
Operation—State Vehicles	1,169	1,138			31	
Utilities	6,786	6,786				
Rents	2,878	2,878				
Repairs	781	781				
Insurance	4,409	3,955			454	
General Operating Expense	55,952	55,797			155	
Other Supplies	10,476	10,339			137	
Equipment Purchases	95	95				
Trans. to Gen.-Fund Sta-Cap	1,287				1,287	
TOTAL EXPENDITURES	333,584	312,824			20,760	

ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)

A. TEMPLE BOWEN, JR., DIRECTOR

Central Office: *Telephone:* 289-3861
Location: AMHI—Ray Building, Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 05; *Umbrella:* 04; *Unit:* 062; *Unit Citation:* 12 M.R.S.A., Sect. 5012

Average Count—All Positions: 15 *Permanent Legislative Count:* 13

PURPOSE: Under the overall supervision of the Director of Administrative Services, this office assists the Commissioner and Bureau Directors in financial planning and in the preparation and management of annual and biennial budgets. The staff also provides centralized services in areas common to all Bureaus, including personnel, bookkeeping, accounting, purchasing, internal audit and records management.

ORGANIZATION: The Administrative Services Division consists of four sections. The Accounting Section is responsible for all accounting services, fiscal management, audit, budget development, work programs, fiscal control, income, journals, and purchasing. The Bookkeeping Section is responsible for maintaining all accounts, posting ledgers, approving payments, advising Bureaus of financial status, expense accounts, and management of open market purchase orders. The third section, Personnel, is responsible for all staff personnel actions of the Department, including the development of the personal services budgets and work programs, processing all personnel actions, advising employees on personnel rules and regulations, preparing payrolls, and providing other personnel information and statistics as required. Lastly, the Central Services Section, provides a variety of clerical, administrative and office services for the Department, as well as the Division.

PROGRAM: The responsibility of this unit includes financial planning and control, property accounting, budgeting, bookkeeping, personnel functions, internal audit, accounting, (both State and Federal) and labor relations.

The primary program of the Division of Administrative Services is to provide day-to-day support services in those areas of responsibility listed above. Services are provided on a Department-wide basis for both Bureaus (functional) and Regions (geographic).

As time and staff permit, the Division has an ongoing program to develop improved management systems for conducting the Department's clerical, fiscal, and personnel functions.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ADMINISTRATIVE SERVICES DIVISION (CONSERVATION)	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
RESOURCES						
Bal Brt Fwd—Unencumbered	16,746		16,746			
Bal Brt Fwd— Encumbered	487	487				
Fees Charged for Services	8		8			
Legislative Approp/Alloc	243,684	243,684				
Adjustment of Balance Fwd	−1,122		−1,122			
Transfers—Non-Federal $	13,528	13,528				
TOTAL RESOURCES	273,331	257,699	15,632			
EXPENDITURES						
Salaries and Wages	211,507	201,743	9,764			
State Share of Retirement	24,779	23,592	1,187			
Prof Service, Not By State	504	504				
Other Prof. Serv., By State	148	148				
Travel Expenses, In-State	714	638	76			
Travel Expense, Out-State	1,397	1,397				
Operation—State Vehicles	1,480	1,480				
Utilities	7,866	7,866				
Repairs	483	483				
Insurance	5,800	5,546	254			
General Operating Expense	9,284	9,284				
Food	61	61				
Other Supplies	3,585	3,585				
Trans to Gen-Fund Sta-Cap	1,115		1,115			
TOTAL EXPENDITURES	268,723	256,327	12,396			

BUREAU OF PUBLIC LANDS

LEE M. SCHEPPS, DIRECTOR

Central Office: *Telephone:* 289-3061
Location: AMHI—Ray Building, Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 05; *Umbrella:* 04; *Unit:* 063; *Unit Citation:* 12 M.R.S.A., Sect. 551

Average Count—All Positions: 12 *Permanent Legislative Count:* 0

Organizational Units:
Land Management
Administration

PURPOSE: The Bureau of Public Lands was established to bring more attentive, rational and businesslike management to the public lands of the State of Maine. It has two immediate, operational objectives: the first is to assert on behalf of the State the rights to which the public may be entitled by virtue of the State's simultaneous tenancy relationship with private parties or outright State ownership of public lots in townships where the lots are either unlocated or located. Through a series of land trades and sales, and through acquisition by gift, or other means, the Bureau attempts to recover full and unencumbered title to Maine's public reserved land and to consolidate the public reserved lands into large contiguous parcels so that they may be more efficiently and effectively managed for the benefit of the public.

The second operational objective is to manage the lands within the Bureau's jurisdiction. This is accomplished under the principles of multiple use in order to produce a sustained yield of goods and services while utilizing both prudent business practices and sound planning. Specifically, the Bureau is authorized to prepare, revise and maintain management plans for the lands under its jurisdiction; to grant permits to harvest the resources of the public lands; to sell gravel; to lease the right to set poles and maintain utility lines; to construct, maintain and lease overnight campsites and other camping facilities; to grant the right to construct and maintain public roads and lease mill privileges, dam sites and flowage rights with the consent of the Governor; to grant mining rights subject to the approval of the Maine Mining Bureau, the Land Use Regulation Commission and the Department of Environmental Protection, and to lease the right to dredge, fill or erect permanent causeways, bridges, marinas, wharves, docks or other permanent structures on State-owned submerged or intertidal lands. The Bureau is also charged with the responsibility of the Coastal Island Registry.

ORGANIZATION: The Bureau of Public Lands, with responsibilities transferred from the former Forestry Department, was established by the 106th Legislature as an administrative unit of the Department of Conservation in October, 1973. An Act to Improve the Management of the Public Lands, passed by the 107th Legislature, delegates to the Bureau the care, custody, control and the responsibility for the management of all lands owned by the State including public reserved lands, public domain lands, islands in inland and coastal waters, land beneath great ponds, rivers and streams, subtidal lands, lands acquired by the Bureau pursuant to lawful authority and any other lands the management and control of which are not otherwise provided for by law.

The Bureau is currently divided into two basic organizational units: Land Management and Administration. The Land Management Division is charged with developing management plans for lands under the Bureau's jurisdiction, and for formulating and implementing explicit objectives and policies to supervise and conduct on-the-ground management activities. Operational personnel also provide support for land trade negotiations.

The Administration Unit is responsible for fiscal, budgetary, and personnel operations within the agency. This unit is also charged with the Submerged Lands Leasing Program and with the duties of the Coastal Island Registry.

PROGRAM: In keeping with the Bureau of Public Lands' goals and objectives, the following projects have been initiated:

Recovery of Timber and Grass Rights. On public reserved lands, the Bureau is attempting to recover timber and grass rights while simultaneously attempting to assemble these lands into larger tracts. This project is taking place through lengthy and detailed negotiations with various private land owners. Each trade must be individually approved by the Legislature.

Multiple Use Land Management. The Bureau has undertaken the creation of a first-class multiple use land management enterprise. This project will maximize public use and enjoyment of lands under public jurisdiction. This includes a dollar return on public lands as well as recreation, game management and other non-commercial values. Management plans are being prepared and used as the basis for continuing management decisions on each parcel of public land. Plans are reviewed by State agencies and public groups to ensure the evaluation of all resources.

Forest Resources Inventory. The Bureau is in the process of compiling inventory information about the lands under its jurisdiction, including wildlife, timber, recreational and other multiple use data.

Submerged Lands. The Bureau of Public Lands statutorily holds proprietary jurisdiction over the submerged and intertidal lands of the State. The legislation authorizes the conveyance of certain State rights in this land for up to 30 years. Realizing that it is in the public interest to secure an economic return for the public on large-scale commercial uses of this public land, and that it is also in the public interest to exempt small or non-commercial users from fees, and also to guarantee such users adequate real property rights in State-owned submerged land, the Bureau has developed administrative procedures with the Department of Environmental Protection. The purpose of these administrative procedures is to provide environmental permit applicants with conveyances necessary to provide them with sufficient title for their applications to be processed.

Agricultural Management Plans. Management Plans for agricultural parcels under the Bureau's jurisdiction are being completed. Specific recommendations by Soil Conservation Service agencies are being implemented to make better utilization of different soil and crop types. Leasing is now on a five-year basis to allow capital investment by lessees.

Forest Management of Park Lands. The Bureau of Public Lands, in conjunction with the Bureau of Parks and Recreation, is presently developing timber management plans for forested areas in several State Parks.

Camp Lease Program. The Bureau has administrative responsibility for almost 450 camp lot leases on public lands. A five-year moratorium on new leases was established in 1974. However, the Bureau has continued to renew existing leases. A new lease has been introduced which provides a more reasonable return to the people of Maine and better protects the resources of the public land.

Forest Products Harvesting. The Bureau is conducting a series of timber sales utilizing a much improved timber sale contract. In addition, the Bureau has laid the groundwork for increased cooperation with the Department of Inland Fisheries and Wildlife.

LICENSES, PERMITS, ETC.:

Permits:
- Timber Stumpage
- Gravel
- Submerged Lands
- Right of Way
- Agricultural
- Public Land (includes a variety of possible uses)

PUBLICATIONS:

Management plans for specific parcels, as available. $1 per copy
Map of the Public Reserve Lands, $1.50 per copy

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF PUBLIC LANDS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	284,370		294,355		—9,985	
Bal Brt Fwd— Encumbered	80,146		70,161		9,985	
Fees Charged For Services	93,161		93,161			
Receipts From Other Funds	144,822		144,822			
Adjustment of Balance Fwd	32,750		22,765		9,985	
Transfers—Federal $	27,534				27,534	
TOTAL RESOURCES	662,783		625,264		37,519	
EXPENDITURES						
Salaries and Wages	162,080		162,080			
State Share of Retirement	18,829		18,829			
Prof Service, Not By State	94,587		75,943		18,644	
Computer Service, By State	3,593		3,593			
Other Prof. Serv., By State	1,053		1,053			
Travel Expenses, In-State	3,766		3,766			
Travel Expense, Out-State	226		226			
Operation—State Vehicles	9,700		9,700			
Utilities	6,162		6,162			
Rents	1,333		1,333			
Repairs	2,666		2,666			
Insurance	4,808		4,808			
General Operating Expense	6,488		6,488			
Food	3,013		3,013			
Fuel	460		460			
Other Supplies	9,663		9,663			
Pensions	479		479			
Equipment Purchases	18,541		18,541			
Trans. to Gen. Fund Sta-Cap	13,916		13,179		737	
TOTAL EXPENDITURES	361,363		341,982		19,381	

COASTAL ISLAND REGISTRY

JOHN W. FORSSEN, PLANNING ASSOCIATE

Central Office: *Telephone:* 289-3061
Location: Ray Building, A.M.H.I.
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 05; *Umbrella:* 04; *Unit:* 069; *Unit Citation:* 33 M.R.S.A., Sect. 1203

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Coastal Island Registry was established to identify and secure title to those coastal islands remaining within the State of Maine.

ORGANIZATION: The 106th Legislature created the Coastal Island Registry in 1973, assigning it first to the Bureau of Forestry and then, in 1974, to the Bureau of Public Lands, where it currently resides.

PROGRAM: The Coastal Island Registry Act provides that all coastal islands within the State of Maine (having less than four residential structures thereon) shall be registered with the Bureau of Public Lands by their purported owners. The Bureau is then directed to search all registered titles to determine the "true" owners. Those islands for which such a determination discovers against a purported owner, as well as those islands for which no registration was submitted, fall to the care and custody of the State of Maine, until such time as a "true" owner comes forward to establish title.

As of December 31, 1975 (the formal cut-off for registration), approximately 1,500 islands were registered and 1,300 islands remained unregistered. The total area of the 1,300 unregistered islands is 840 acres.

Subsequently, a management plan for the unregistered islands was developed; and on March 16, 1979, this plan was adopted by the Bureau. In order to provide the greatest diversity and depth of management expertise in the maintenance of these 1,300 unregistered islands, the plan calls for them to be inventoried according to natural features and potential use. They then are to be transferred or leased to other agencies of the state, non-profit conservation organizations, and municipalities for actual management. The plan is now being implemented and it is estimated that about 400 islands will be assigned to other entities for management, leaving the Bureau of Public Lands with about 900 islands.

As implementation of the plan proceeds, along with the continuing title search process, certain islands may be expected to fall either into or out of the State of Maine. A period of about five years will be necessary before the precise assignment of all islands, public and private, will become fixed. In the meantime, it is estimated that the title search process will be complete by July 1980.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

COASTAL ISLAND REGISTRY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	2,634		2,634			
Bal Brt Fwd— Encumbered	6,700	6,700				
Fees Charged For Services	360		360			
Legislative Approp/Alloc	6,700	6,700				
TOTAL RESOURCES	16,394	13,400	2,994			
EXPENDITURES						
Prof. Serv, Not By State	6,700	6,700				
Travel Expenses, In-State	54		54			
General Operating Expense	65		65			
Trans to Gen-Fund Sta-Cap	1		1			
TOTAL EXPENDITURES	6,820	6,790	120			

MAINE TRAILS SYSTEM ADVISORY COMMITTEE

RAY GIGLIO, CHAIRMAN
HERBERT HARTMAN, Director

Central Office: *Telephone:* 289-3821
Location: AMHI—Ray Building
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 05; *Umbrella:* 04; *Unit:* 065; *Unit Citation:* 12 M.R.S.A., Sect. 602

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Maine Trails System Advisory Committee was established to increase recreational opportunities in the State of Maine through maintenance and expansion of the Maine Trails System.

It is the responsibility of the Director of the Bureau of Parks and Recreation to establish trails on State-owned lands and encourage the establishment of trails on private lands by governmental agencies and private organizations. The Director, after consultation with interested parties, is authorized to designate certain trails as components of the Maine Trails System which consists of both recreational trails and primitive trails (including the Appalachian Trail) as well as campsites, shelters and related public-use and management facilities. It is the function of the Maine Trails System Advisory Committee to represent interested parties in an advisory capacity.

ORGANIZATION: The Maine Trails System Advisory Committee was created in 1973. Members, representing various interested parties, are appointed by the Department of Conservation. The chairman is elected by the Committee from its membership.

PROGRAM: Reports on the problems and conflicts of the trail groups and projects have been prepared and given to the Bureau of Parks and Recreation. The Committee is inactive at the present time.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: This unit is not authorized to receive or expend funds.

KEEP MAINE SCENIC COMMITTEE

JANE FROST, COORDINATOR

Central Office: *Telephone:* 289-2212
Location: AMHI—Ray Building *Floor:*
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1965 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 05; *Umbrella:* 04; *Unit:* 066; *Unit Citation:* 12 M.R.S.A., Sect. 633

Average Count—All Positions: 2 *Permanent Legislative Count:* 0

PURPOSE: The Department of Conservation has been directed to conduct a continuing program of education, promotion, research and enforcement in order to protect Maine's natural beauty. Recognizing that both the general welfare of Maine's citizens and much of the State's economy depends upon the State's scenic resources, the Keep Maine Scenic Committee has focused on the visual problems of litter, junk cars, community improvement, outdoor advertising, and vandalism.

In conducting the program, the Department makes full use of voluntary services and contributions from clubs, organizations and associations, individuals, municipalities, business and industry, and other State agencies. The Keep Maine Scenic Committee advises and consults with the Department in the administration of the Program.

ORGANIZATION: A full-time coordinator and a secretary/film librarian conduct the day-to-day operations of the program which is a part of the Department's Information and Education activities. The eleven Committee members are appointed by the Commissioner of Conservation for three year terms.

PROGRAM: The Committee's program has three main focuses:

Education. Education activities in the Keep Maine Scenic Committee Program included the purchase and distribution to individuals and organizations of litter bags, litter bag hangers, and printed material. A free loan library of slides and color films had 1,003 separate showings and 41,782 viewers. Most of these viewers were Maine school students. Educational materials for Maine school children were revised and expanded. Numerous requests for information on litter, outdoor advertising laws and community improvement projects were filled. Samples of anti-litter materials were mailed to the State's 100 Chambers of Commerce.

Promotion. Sears, Roebuck and Company again supported the annual Keep Maine Scenic Community Award, which went to the Town of Dover-Foxcroft.

A spring community clean-up program was organized and resulted in litter clean-up and community improvement projects in most Maine towns. New public service newspaper ads were designed and mailed to all newspapers and are used regularly. The Carry In-Carry Out program for litter control in Maine's backcountry was widely promoted with a poster, litter bags and a recreational equipment sticker.

Research. Research concerning off-premise advertising signs was completed. The effects of several proposed changes to Maine's billboard law were researched and presented at hearings held by the Business Legislation Committee. Results were tabulated from the recently completed five-year survey of roadside litter begun by the Keep Maine Scenic Committee in 1973.

PUBLICATIONS:

The Maine Litter Control Act
Visual Pollution—film catalog
Model Municipal Sign Ordinance
Anti-Litter Posters
Litter Barrel Labels
Carry In-Carry Out decal
Litter Bags

All publications are available at no charge.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

KEEP MAINE SCENIC COMMITTEE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	3,418		3,418			
Fines/Forfeits/Penalties	2,515		2,515			
Transfers—Non-Federal $	30,400	30,400				
TOTAL RESOURCES	36,333	30,400	5,933			
EXPENDITURES						
Salaries and Wages	16,672	16,672				
State Share of Retirement	1,910	1,910				
Prof Service, Not By State	1,760	1,160	600			
Other Prof. Serv., By State	257	257				
Travel Expenses, In-State	315	315				
Travel Expense, Out-State	326	249	77			
Utilities	344	344				
Rents	10	10				
Repairs	35	35				
Insurance	575	575				
General Operating Expense	2,721	2,721				
Other Supplies	2,033	2,033				
Trans to Gen-Fund Sta-Cap	1		1			
TOTAL EXPENDITURES	26,959	26,281	678			

MAINE FOREST AUTHORITY

A. TEMPLE BOWEN, JR., ACTING CHAIRMAN

Central Office: *Telephone:* 289-2791
Location: AMHI—Ray Building *Floor:*
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1969 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 05; *Umbrella:* 04; *Unit:* 068; *Unit Citation:* 12 M.R.S.A., Sect. 1701

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Maine Forest Authority was established to purchase forest lands for recreational and reforestation purposes and to care for, operate and protect such lands. The Authority is authorized to use funds provided by the Baxter State Park Trust Fund and timber sales to acquire real property for recreation and reforestation purposes; to manage these lands for development, improvement, use reforestation and scientific forestry and the production and sale of timber; to protect these lands from fire, disease and other hazards; and to employ such employees as are necessary to carry out its duties.

ORGANIZATION: The Maine Forest Authority, created in 1969, is comprised of four ex officio members: Director of the Bureau of Forestry, Commissioner of Inland Fisheries and Wildlife, Director of the Bureau of Parks and Recreation and the Attorney General; and a fifth member from the public appointed by the Governor. The members annually elect one of their number as chairman and meet as often as necessary to properly administer their responsibilities.

PROGRAM: The Maine Forest Authority did not meet during the fiscal year ending June 30, 1979.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit are, by administrative decision, included with those of Bureau of Forestry.

STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SOIL SCIENTISTS

ROBERT GERBER, CHAIRMAN

Central Office: *Telephone:* 289-2801
Location: AMHI—Ray Building, Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 05; *Umbrella:* 04; *Unit:* 070; *Unit Citation:* 32 M.R.S.A., Sect. 4907

Average Count—All Positions: 1 *Permanent Legislative Count:* 0

PURPOSE: The State Board of Certification for Geologists and Soil Scientists was established to institute a certification process by which professional geologists and soil scientists could be defined by educational and experience background as qualified to practice a profession in the State of Maine. The primary responsibilities of the Board are to examine, certify and grant certificates, upon payment of proper fees, to applicants who qualify to practice as geologists or soil scientists in the State; to renew all certificates annually upon application and payment of renewal fees; to prepare, publish and distribute annually a list of all certified geologists and soil scientists; to adopt, amend or repeal rules and regulations to carry out State laws relating to geologists and soil scientists; to receive and expend moneys derived from fees and other sources; and to receive and investigate complaints and violations of these laws and make findings thereon.

ORGANIZATION: The State Board of Certification for Geologists and Soil Scientists was established in 1973 as a result of two years of effort and study by a group of earth scientists. This group recognized the need for defining the professional capabilities of an earth scientist whose primary involvement is with the public sector, since, as earth resources development increases in Maine, there is an increase in demand for highly professional evaluation of those resources.

The Board, an administrative unit of the Department of Conservation, consists of seven members, including the State Geologist and the State Soil Scientist with the State Soil and Water Conservation Commission, ex officio, and five members appointed by the Governor, for terms of five years. One of the appointed members represents the public at large; two must be certified geologists; and two must be certified soil scientists. An office for the Board has been maintained at the Maine Geological Survey. Recent legislation by the 109th legislature will place the office of the Board in the Department of Business Regulation.

PROGRAM: Regular meetings were held during the year. Rules and regulations were promulgated and recorded in the office of the Secretary of State. Examinations for Certification have been given. There are presently 230 certified geologists and Soil Scientists in Maine.

LICENSES, PERMITS, ETC.:
- Certification:
  - Geologists
  - Soil Scientists

PUBLICATIONS: Register of Certified Geologists and Soil Scientists.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF CERTIFICATION FOR GEOLOGISTS AND SOIL SCIENTISTS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	4,905		4,905			
Fees Charged For Services	3,370		3,370			
Adjustment of Balance Fwd	49		49			
TOTAL RESOURCES	8,324		8,324			
EXPENDITURES						
Salaries and Wages	1,916		1 916			
State Share of Retirement	219		219			
Travel Expenses, In-State	76		76			
Insurance	386		386			
General Operating Expense	840		840			
Trans. to Gen.-Fund Sta-Cap	1,624		1,624			
TOTAL EXPENDITURES	5,061		5,061			

STATE BOARD OF REGISTRATION FOR PROFESSIONAL FORESTERS

CLIFFORD L. SWENSON, CHAIRMAN
MARSHALL D. ASHLEY, Vice Chairman
ROBERT UMBERGER, Secretary

Central Office: *Telephone:* 289-2275
Location: AMHI—Ray Building *Floor:* 3
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Termination Scheduled to Start by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 05; *Umbrella:* 04; *Unit:* 333; *Unit Citation:* 32 M.R.S.A., Sect. 5004

Average Count—All Positions: 1 part-time *Permanent Legislative Count:* 1

PURPOSE: The purpose of the State Board of Registration for Professional Foresters is to protect the public by improving the standards relative to the practice of forestry; to protect the public from unqualified practitioners; and to help insure the proper management of the forest resources of the State. The Board implements these goals by registering and licensing professional foresters, and has the power to revoke or suspend the license of a registered professional forester for cause.

ORGANIZATION: The Board consists of 5 registered professional foresters and one public member who is appointed by the Governor. Since the Board was established in 1975, the initial Board members have been appointed for terms of 1, 2, 3, 4, and 5 years respectively and the initial public member has been appointed for a term of 5 years. Upon expiration of the terms of any initial board member the Governor appoints members for a 5 year term. Each board member holds office until the expiration of the term or until such member's successor is appointed and qualified.

Each year the board elects a chairman, a vice-chairman, and a secretary. A quorum consists of at least 4 members and all business that requires a vote must be approved by a majority vote of the entire board. Regular meetings are called by the chairman and special meetings can be called by the Board itself.

PROGRAM: Since taking effect in December of 1975, the Board of Registration for Professional Foresters has certified approximately 459 registered professional foresters and is still receiving applications.

The Board has refused only those applicants who did not meet the qualifications.

LICENSES, PERMITS, ETC.:
License:
Registered Professional Forester

PUBLICATIONS:
Laws and Rules of the Maine State Board of Registration for Professional Foresters.
Listing of all Registered Professional Foresters—Names, Addresses, and License Numbers.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION FOR PROFESSIONAL FORESTERS	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
RESOURCES						
Bal Brt Fwd—Unencumbered	5,555		5,555			
Fees Charged For Services	5,789		5,789			
Adjustment of Balance Fwd	13	13				
TOTAL RESOURCES	11,357		11,357			
EXPENDITURES						
Salaries and Wages	2,319		2,319			
State Share of Retirement	272		272			
Prof Service, Not By State	230		230			
Travel Expenses, In-State	14		14			
Repairs	50		50			
Insurance	304		304			
General Operating Expense	1,569		1,569			
Food	6		6			
Other Supplies	17		17			
Trans to Gen Fund Sta-Cap	588		588			
TOTAL EXPENDITURES	5,369		5,369			

DEPARTMENT OF ENVIRONMENTAL PROTECTION

HENRY E. WARREN, COMMISSIONER

Telephone: 289-2811
Central Office:
Incoming WATS line: 1-800-452-1942
Location: AMHI, Ray Building
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1972
Sunset Review Required by: June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 05; *Umbrella:* 06; *Unit:* 096; *Unit Citation:* 38 M.R.S.A., Sect. 341

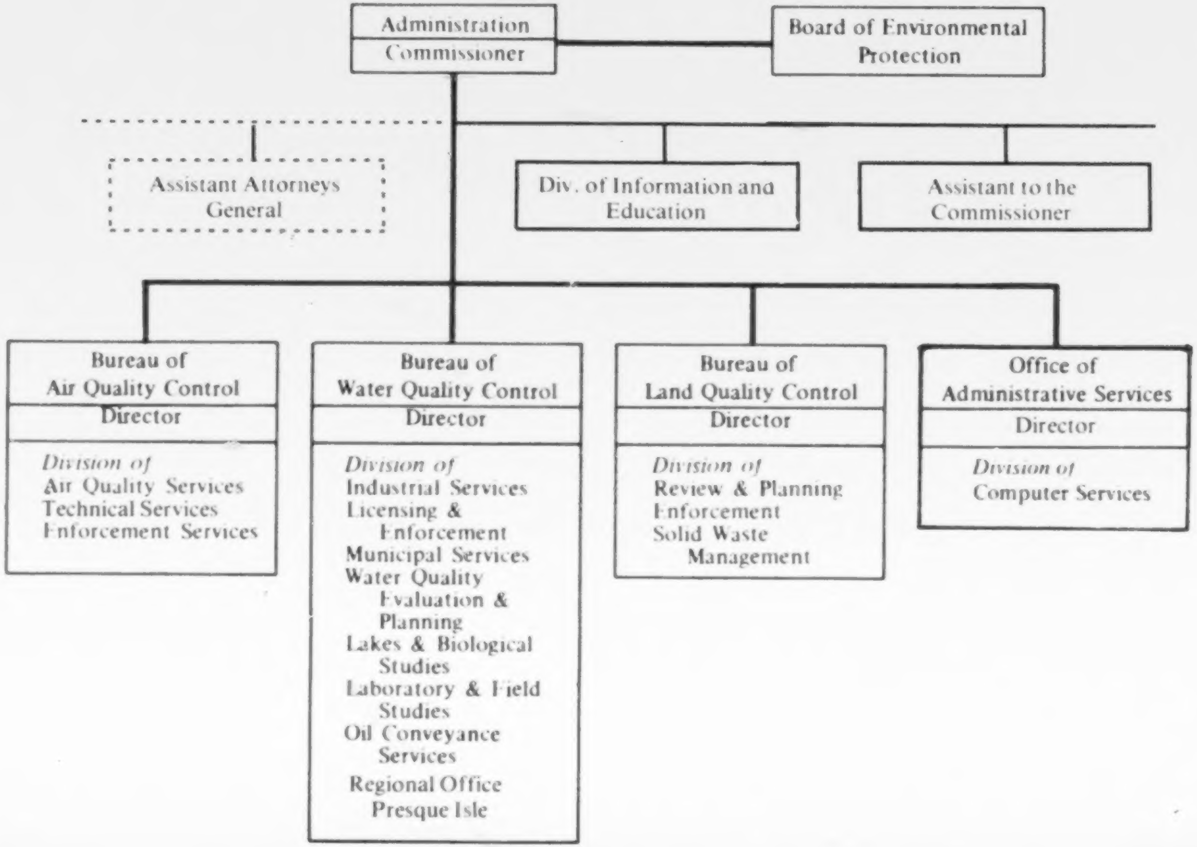
Average Count—All Positions: 150.5 (includes 12 seasonal)
Permanent Legislative Count: 88.5

Organizational Units:
Board of Environmental Protection
Office of Administrative Services
Bureau of Air Quality Control
Bureau of Land Quality Control
Bureau of Water Quality Control

PURPOSE: The Department of Environmental Protection was established to protect and improve the quality of the natural environment of the State of Maine and the resources which constitute it, and to enhance the public's opportunity to enjoy the environment. The Department is authorized to direct growth and development in a manner which will preserve, for all time, an ecologically sound and aesthetically pleasing environment.

The Department, through authority vested in the Board of Environmental Protection, is empowered to exercise the police powers of the State to control, abate and prevent the pollution of air, waters and coastal flats so as to prevent diminution of the highest and best use of the natural environment of the State. It is further authorized to make recommendations to each Legislature regarding classification or reclassification of surface waters and the control, abatement and prevention of environmental pollution and to grant licenses and initiate enforcement actions according to environmental laws. It's staff also negotiates and enters into

ORGANIZATION CHART
DEPARTMENT OF ENVIRONMENTAL PROTECTION


Administration
Commissioner
Board of Environmental Protection
Assistant Attorneys General
Div. of Information and Education
Assistant to the Commissioner
Bureau of Air Quality Control
Director
Division of
Air Quality Services
Technical Services
Enforcement Services
Bureau of Water Quality Control
Director
Division of
Industrial Services
Licensing & Enforcement
Municipal Services
Water Quality Evaluation & Planning
Lakes & Biological Studies
Laboratory & Field Studies
Oil Conveyance Services
Regional Office Presque Isle
Bureau of Land Quality Control
Director
Division of
Review & Planning
Enforcement
Solid Waste Management
Office of Administrative Services
Director
Division of
Computer Services

CONSOLIDATED FINANCIAL CHART FOR FY 79
DEPARTMENT OF ENVIRONMENTAL PROTECTION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	2,884,733		575,456		—183,796	2,493,073
Bal Brt Fwd— Encumbered	7,720,007	31,602	113,700		184,708	7,389,997
Revenue From Federal Govt	1,068,189				1,068,189	
Sale of Securities	5,500,000					5,500,000
Legislative Approp/Alloc	1,557,493	1,557,493				
Adjustment of Balance Fwd	210,381	86,489	—596,353		639,709	80,536
Transfers—Federal $	—100,130				—100,130	
TOTAL RESOURCES	18,840,673	1,675,584	92,803		1,608,680	15,463,606
EXPENDITURES						
Salaries and Wages	1,686,728	884,025	197,910		604,793	
State Share of Retirement	194,926	101,647	23,071		70,208	
Prof Service, Not By State	348,397	43,610	160,689		144,098	
Computer Service, By State	54,004	48,890	5,114			
Other Prof. Serv., By State	32,410	374	31,601		435	
Travel Expenses, In-State	39,028	18,767	8,835		11,426	
Travel Expense, Out-State	22,833	9,493	3,794		9,546	
Operation—State Vehicles	38,033	28,475	7,999		1,559	
Utilities	91,444	69,752	18,214		3,478	
Rents	43,852	24,080	16,335		3,437	
Repairs	21,273	10,650	3,452		7,171	
Insurance	52,303	26,591	6,956		18,756	
General Operating Expense	129,852	99,025	16,152		14,675	
Fuel	2,056	1,430	626			
Other Supplies	88,531	52,788	21,843		13,900	
Highway Materials	110		110			
Grants to Pub. & Priv. Orgs.	5,852,653	14,453	650		92,399	5,745,151
Misc. Grants to Individual	1,032		1,032			
Buildings & Improvements	7,584				7,584	
Equipment Purchases	267,091	49,499	40,298		177,294	
Trans. to Gen.-Fund Sta-Cap	60,413		21,117		39,296	
TOTAL EXPENDITURES	9,034,553	1,483,549	585,798		1,220,055	5,745,151

agreements with federal, state and municipal agencies; and administers laws relating to protection and improvement of waters, including wastewater discharge, oil discharge prevention and control of oil-related pollution, and license sewage treatment plant operators. The Department authorizes establishment of sanitary districts. It also administers laws relating to the protection and improvement of air, site location of development, minimum lot size, mandatory shoreland zoning and subdivision control, wetlands, great ponds, mining and the rehabilitation of land, solid waste management, and septic tank and cesspool wastes, and exercises whatever other duties may be delegated by the Board.

ORGANIZATION: The Department of Environmental Protection is descended from the Sanitary Water Board, created in 1941, to study, investigate and recommend means of eliminating pollutants and preventing pollution of waters used for recreational purposes in the State. Original membership of the Board included the Commissioners of Health and Welfare, Agriculture, and Inland Fisheries and Game, the Chairman of the Public Utilities Commission, and four additional members appointed by the Governor for terms of four years. The chief sanitary engineer of the Department of Health and Welfare served as technical secretary of the Board, which elected one of its members as chairman.

In 1951, the Sanitary Water Board was renamed Water Improvement Commission and its membership changed to exclude the Commissioners of Agriculture and Inland Fisheries and Game, the Chairman of the PUC and the technical secretary, in order to include two additional members representing particular interests. Terms of office for appointive members were decreased at this time from four years to three years. In 1955, two more representative members were added to the Commission.

The Commission was renamed Water and Air Environmental Improvement Commission in 1967 when its duties were expanded to include air pollution studies and control, and matters relating to air pollution. In 1969, legislation changed the Commission's name to Environmental Improvement Commission (EIC), excluded the Commissioner of Health and Welfare from its membership, and authorized the Commission to employ a director to serve at its pleasure.

Effective July 1, 1972, State Government reorganization legislation redesignated the Commission as the Board of Environmental Protection (BEP), hereafter referred to as the Board, and created a new Department of Environmental Protection (DEP) consisting of the statutory Bureaus of Air Quality Control, Land Quality Control and Water Quality Control plus the existing Offices of Administrative Services and Technical Services. The position of director was elevated to commissioner, who also was empowered to serve as a member and chairman ex officio of the Board. The new DEP's responsibilities included administration of the Site Location of Development Act, Oil Discharge Prevention and Pollution Control Act, Protection and Improvement of Air Act, Great Ponds Program, Solid Waste Management Act, Wetlands Control Act, the mining rehabilitation duties of the disbanded Maine Mining Commission, the Minimum Lot Size Law, plus its original statute, the Protection and Improvement of Water.

Appointive membership of the Board remained essentially the same as that of the former EIC, that is, ten members appointed by the governor, for terms of three years. There were two representatives each from the public, industry, municipalities, conservation interests, and two knowledgeable about air pollution. In 1975, the 107th Legislature eliminated categorical representation, requiring instead that members be selected who have the "broadest possible interest and experience." That year, also, functions of the Office of Technical Services were absorbed by the three bureaus, and the office was eliminated.

Two legislative changes affecting operation of the BEP took place in 1976. In the first, the Commissioner's right to cast tie-breaking votes as chairman ex officio was rescinded. Secondly, calendar year 1976 saw preparation for the demise of the Executive Council. With that event, effective in January 1977, authority for confirmation of gubernatorial appointments of Commissioner and Board members shifted to the Legislature. Hearings on the qualifications of nominees are conducted by the legislature's Joint Standing Committee on Natural Resources.

In 1977, the first Regular Session of the 108th Legislature passed legislation initiated by the department to standardize the DEP's administrative procedures. Criteria which had appeared under the 13 separate statutes administered by the agency were removed from those laws and combined under Title 38 M.R.S.A., Chapter 2. The consolidation included the department's regulations, methods of processing applications, hearings procedures, judicial appeals, the handling of suspected violations, judicial enforcement procedures, and the standardization of penalties for violations of all environmental laws.

The second regular session of the 108th adopted a DEP-proposed law which allows the department's organizational structure to respond to changing environmental conditions and needs. The law no longer requires the specific organizational units of the bureaus of Air, Land and Water Quality Control, and authorizes the Commissioner, with BEP approval, to modify the structure as needed. Also during the second session, the terms of Board members were increased from three years to four, effective July 6, 1978.

PROGRAM: New functions and a fresh new look at its organizational structure were significant happenings for the Department of Environmental Protection in FY 79.

The year began with prospects of a major reworking of the department's internal structure, brought on for the most part by the increased complexity of environmental issues. Few things seemed to fit neatly into the simple "air," "land," or "water" categories anymore, and people working in the individual bureaus found their responsibilities were often overlapping.

What developed was a year of healthy introspection and some "fine tuning" of the existing organizational structure. With the aid of a consulting unit from the University of Maine at Orono, all division heads in the department were drawn into the management review and development process. Their work product, near the end of the fiscal year, was a "Service Level Analysis," in which all services of the department were prioritized.

With the above work completed, a nucleus "Management Planning Committee" was formed, made up of five individuals who had served as coordinators in the service level analysis project. They were tasked by the commissioner to coordinate departmental planning efforts, and to serve as an advisory group to him and the bureau directors.

Concurrent with this self-appraisal, the department began negotiations with Region I headquarters of the U.S. Environmental Protective Agency on development of a federally-required "State-EPA Agreement" (SEA). The SEA is the federal agency's attempt to develop a coordinated approach to management of federal environmental laws by the states. Seizing on the compatability of both efforts, the commissioner turned responsibility for development of the SEA over to his Management Planning Committee. This fiscal year ended with the committee working under his directive to expand upon the SEA as the focal point for the department's management planning efforts.

The word "hazardous" had hardly become part of Maine's environmental jargon at the beginning of this 12 months, but was well ingrained by year's end. "Hazardous" and "toxic" are words which burst upon the whole country with new meaning in light of environmental disasters caused by improper disposal of chemicals, discovered last year at Love Canal near Niagara Falls; in Hopewell, Virginia; in Gray, Maine, and in numerous other places. The D.E.P., responding to new federal programs, began this year to establish capabilities to track the transportation of hazardous wastes, account for the useage of hazardous and toxic materials by industry, and respond to emergencies. Suddenly, as if on cue, health-threatening and environment-threatening events involving these substances began to occur. A truck carrying a type of rat poison which causes mammals to hemorrhage internally tipped over north of Bangor; freight trains carrying potentially lethal materials derailed, fortunately without incident; the flame-retardent chemical, TRIS, spilled into the Piscataquis River in the April 29 flood and wound up, in part, in the Howland drinking water supply; an accidental chemical spill at Hinckley killed three heifers in a nearby brook, and numerous lesser incidents involving "hazardous" and "toxic" substances occurred. The year ended with this department and others struggling to improve their response capabilities, and with a special governor's task force on the problem called into being at the request of Commissioner Warren.

The following represents additional details concerning air, land and water quality control for FY 79:

Air Quality Control. The quality of Maine's air resource is affected by numerous air pollutants that must be evaluated under constantly changing meteorology and in spatial extremes from a city block to the entire state. The Department must stay abreast of constantly changing technology in the measurement and control of air pollution.

The 1977 amendments to the federal Clean Air Act continued to have the largest affect on Maine's air quality program accomplishments throughout FY 1979. In response to this legislation the Department completed the required State Implementation Plan revisions detailed below and those revisions have been submitted to the federal Environmental Protection Agency for approval.

Probably the most significant development was that the interested public realized that the clean air resources of Maine, and everywhere, are limited. This realization was accomplished in part by the implementation of the federal Prevention of Significant Deterioration (PSD) program. This program sets up a review process in which all new growth is evaluated for its air quality impact. Only a certain level of impact is permitted. After one or more new sources in an area create the maximum allowed additional impact no other new sources can be allowed without reductions of the sources already in the area. The purpose of this program is to prevent all areas from being polluted to the absolute maximum allowed by the standards. By limiting the increase in air pollution levels allowed everyone has become aware that there is a limited amount left to use. Fortunately, implementation of this program was not difficult for Maine, because many of the criteria of the program were already in use in an existing air emission licensing program. Consequently, when this federal program is finally delegated to the state to administer, obtaining an air emission license as is already required will also satisfy the review requirements for the PSD program.

Other State Implementation Plans (SIP) revisions submitted included those required for the nonattainment areas determined last year and described in the FY 78 annual report. Nonattainment areas are areas where the ambient air quality standards are being exceeded. Several changes were made to the nonattainment areas designated in the FY 78 annual report. Bangor and Brewer were "dedesignated" from nonattainment for the primary particulate standard to nonattainment for the secondary standard; Rockland and Lewiston were dedesignated from nonattainment for the secondary particulate standard to "unclassifiable" and the Downeast Air Quality Control Region was dedesignated from nonattainment for ozone to unclassifiable. The following SIP revision summaries reflect these changes in nonattainment status.

1. Bangor—Total suspended particulates—A schedule was adopted in which Bangor will purchase and use a vacuum street sweeper. It was determined that if the streets were kept clean and cleaned early in the spring of accumulated salt and sand the particulate levels would improve sufficiently to comply with the standards.

2. Bangor—Carbon monoxide—Significant improvements to traffic signalization have been determined to be necessary to the downtown section. The state Department of Transportation and the city have agreed to accomplish the necessary improvements.

3. Lewiston—Carbon monoxide—These violations have been determined to be caused by traffic on Lisbon Street. Changes to traffic patterns and downtown revitalization will solve most of this problem.

4. Thomaston—Total suspended particulates—Originally this problem area was thought to include Rockland, too. Recent studies indicate that violations are limited to the area around Martin Marietta, due mainly to some fugitive type sources.

5. Augusta—Total suspended particulates—This problem has causes similar to Bangor (described above). The same solutions are being required.

6. Baileyville—Total suspended particulates—This problem has been attributed to violating emissions from the Georgia Pacific Corporation operations. Conditions have been placed on their air emission license which require them to clean up these emissions and study possible downwash problems.

7. Millinocket—Sulfur dioxide—Special enforcement action taken by the Board includes special scrubbers and redesign of stacks to eliminate this problem. The enforcement orders associated with this action are the basis of the SIP revisions covering Millinocket.

8. Ozone—Original designation of the nonattainment area for this pollutant included all three southern regions of the state. However, in the middle of writing the revisions the national ambient air quality standard was changed. This made only the southern two regions—Portland and Central Maine Air Quality Control Regions—definitely nonattainment for ozone and the data not sufficient to classify the rest of the state. Revisions to the SIP include 2 new regulations, effective in the nonattainment areas, that require high vapor pressure petroleum compounds to be stored in tanks with floating roofs and that large gasoline terminals install vapor recovery systems. Both of these systems will save petroleum products.

9 Review of New Sources—The SIP revisions include an expansion of the determination necessary under the air emission license requirements so that the state licensing program will substitute for all federal permits, thereby reducing the requirement of new sources who locate in Maine to get licenses from the state and the federal governments.

Miscellaneous Progress Reports: Because of the need for additional air quality data three new staff members have been added. More planning and enforcement people will be recruited to keep up with the additional requirements of the state contained in the federal Clean Air Act.

A quality assurance program of the state data as well as required industrial monitoring data has been instituted to ensure that only valid data is used for air quality planning.

Summary of Air Quality Activities

Permanent State-Wide Network Sites:	*Number of Monitors*
For identification of problem areas, background data and trend analysis.	20 Total Suspended Particulate
	20 Sulfur Dioxide (Manual)
	5 Nitrogen Dioxide (Manual)
	4 Sulfur Dioxide (Continuous)
	Carbon Monoxide (Continuous)
	2 Ozone (Continuous)
Special Study Sites:	
For detailed investigation of known air pollution problems.	30 Total Suspended Particulate
	11 Sulfur Dioxide (Manual)
	3 Sulfur Dioxide (Continuous)
	3 Ozone (Continuous)
	5 Meteorlogical Monitoring Sites
Enforcement:	
	26 Notice of Violations
	27 Abatement Orders
	0 Referrals to Attorney General for Enforcement
	2525 Fines and Penalties Collected
	121 Citizens Complaints Investigated

Land Quality Control. The Bureau of Land Quality Control is responsible for administering eight environmental laws and three federally-funded programs designed to protect and improve the quality of the natural environment and resources of the state.

The state laws include: Site Location of Development Act; Great Ponds Act; Coastal Wetlands Act; Minimum Lot Size Law; Mining and Rehabilitation of Land Act; Mandatory Shoreland Zoning Act (administered jointly with the Land Use Regulation Commission and with the State Planning Office); Solid Waste Management Act; and a law governing the disposal of septic tank pumpings.

Federal programs, which the land bureau is funded under in return for state-level enforcement and administration, include the areas of hazardous waste management, solid waste, and coastal zone management. These responsibilities are carried out through an organization comprised of three divisions:

Division of Evaluation and Planning: The Division maintains the responsibilities of processing applications for permits issued by the Department. In addition to permit processing, the Division:

a) reviews projects for consistency with portions of the Maine Coastal Zone Management Plan;

b) has developed regulations for administering the Site Location Act and Wetlands Act making the regulations specific and predictable;

c) Successfully petitioned the Legislature to consolidate the Site Location and Mining laws in order to simplify the permit process;

d) has revised and updated the publications "Protecting your Lake" and "Protecting your Coastal Wetlands"; and

e) has processed the following numbers of applications in fiscal 1979:

	**Board*	**Staff*	*Total*
Site Location	133	41	174
Wetlands	125	25	150
Great Ponds	5	241	246
Minimum Lot	15	2	17
Delegation of Authority (Site & Wetlands) to qualified municipalities	0	0	0
			587

*"Board" refers to applications which were processed for transmittal to the Board of Environmental Protection together with staff recommendations for approval or denial. "Staff" means those applications for which staff issued approvals or denials under authority delegated by the Board.

Division of Solid Waste Management: There was a major expansion and modification of the program activity for this Division during the year. Inspection of solid waste disposal facilities was delegated to the field office staff of the Division of Enforcement. A hazardous waste management unit was added to the Division with the acquisition of three staff members. Its functions include regulation of hazardous waste storage, transportation, and disposal.

Two separate management paths are now being pursued for treatment plant sludges with "clean" sludges going to composting and urban-type marketing distribution systems while "contaminated" sludges are going to contained landfills. Enforcement was taken against over 20 municipalities for failure to comply with state septage laws.

Working with a consultant, the Division developed a comprehensive five-year solid waste management plan. Because the central component of the plan, state funding of solid waste facility construction, failed to gain approval of the legislature, the plan will have to be substantially revised during the next year.

Late in this fiscal year the legislature enacted an amendment to the solid waste and septage laws which merges the two into a single comprehensive statute that also addresses hazardous wastes. This new law, which goes into effect in FY '81, provides a cohesiveness to Maine's waste laws and will enable the state to comply with requirements of the federal Resource Conservation and Recovery Act.

Division of Enforcement: The Division of Enforcement is made up of three regional offices—one each in Portland, Bangor, and Augusta. The Portland regional office is staffed by two people; Bangor is staffed by two people; and Augusta is staffed with one field agent, one special assistant and the Division Director.

The mission of the division is threefold: complaint resolution, compliance inspection, and environmental education. As representatives of the Land Bureau, the field offices also assist in application procedures, explanation of the laws, and are a general environmental resource for the people in each region.

In the last year two changes have taken place within the division that have greatly assisted the enforcement of environmental law. First, the Board adopted a consent agreement policy which allows the staff to more quickly resolve violations of law by negotiating a consent agreement with the violator instead of going to court. The court option still exists but we are finding that fewer and fewer violators exercise that option. Secondly, the Coastal Zone Management Act funded four new enforcement staffing positions. This has given the Department the personnel needed in the field to follow up on complaints and deal with compliance inspections and investigations.

The Division is responsible for the inspections of some 1,100 outstanding permits and resolution of approximately 200 complaints each year.

Water Quality Control. The Bureau of Water Quality Control is responsible for reviewing the quality of Maine's waterways and reporting to the Legislature their best uses and recommended classifications. Once legal standards have been set, the Bureau must see that the classifications are attained and maintained. Many other activities of the Bureau are mandated on an annual basis by federal laws. Certain outputs must be maintained in order to qualify for federal funds through the Federal Water Pollution Control Act. Federal funds for the past three fiscal years have included approximately $575,000 per year of program grant funds to aid the bureau in carrying out its responsibilities under both state and federal law. During the first half of 1979 the U.S. Environmental Protection Agency delegated the (wastewater treatment facilities) construction grants program to the Bureau and provided a grant of approximately $700,000 for staffing to carry out the administrative requirements of the program. Available grants to aid communities in construction of pollution abatement facilities in this fiscal year totaled $59.1 million federal money and $11.3 million in state funds.

Division of Industrial Services: This Division's major responsibility is the inspection of wastewater treatment facilities.

The Division also reviews operations and maintenance manuals as well as some aspects of plans, specifications and reports relating to municipal and industrial wastewater treatment plant construction. In addition, the Division reviews effluent monitoring reports in order to track license parameter violations. Other functions include the wastewater treatment plant operator certification program and computer entry of license parameter data.

The major Division effort during FY '79 was to determine through on-site inspections that all wastewater treatment facilities were operating within their license parameters.

The Division's future efforts will be to continue inspections of all wastewater treatment plants with emphasis on those with major problems, in order to bring them into compliance with their waste discharge licenses and to update the certification program.

Number of wastewater treatment plants inspected during FY '79:

Municipal—156
Industrial—87
Residential/Commercial—1,316
Sanitary Surveys—3

Division of Licensing and Enforcement: This Division is responsible for the licensing of all discharges to any watercourse and surface wastewater disposal systems, for the State/Federal permit program involving such discharges, and for processing log storage permits as well as certifications to the Maine Guarantee Authority. The Division also receives applications for tax exemption certificates for pollution abatement equipment. The Division responds to all complaints relative to acts which might contribute to water quality violations. The following is a summary of Division activities during FY 79:

Total Board Actions Involving the Division		244
Joint Licenses Issued with Federal Environmental Protection Agency		
Municipal		98
Commercial		5
Industrial		61
	Total	164
State Licenses Issued		
Municipal		98
Commercial		57
Industrial		61
Residential		388
	Total	604
Total Licenses outstanding (all categories) at end of FY 78		2043
State Sales & Use Tax Certification Applications Received		40
Approved		29
Denied		11
State Property Tax Exemption Applications Received		30
Approved		27
Denied		3
Federal IRS Rapid Tax Amortization Certification requests		5
Approved		5
Denied		0
Referrals to Attorney General's Office for Court Action		6
Applications Certified to Maine Guarantee Authority		7
Complaints Investigated		201

Division of Municipal Services. The primary function of the Division is to administer a construction grants program that funds planning and construction projects for municipal wastewater treatment facilities. The program is a three-step operation that utilizes both federal and state grants. The source of federal funds is the Environmental Protection Agency (EPA) and the source of state funds is a bond issue administered by DEP. Projects are normally funded by 75% EPA funds, 15% DEP and a local share of 10%. The three steps are: preliminary planning to identify the problem and offer alternative solutions (Step I); the preparation of construction plans and specifications for the option selected from the Step I process (Step II); and the actual construction of the wastewater treatment facility (Step III).

Since the program's inception, over $200 million of water pollution abatement facilities have been built in the State of Maine. There are 97 municipal treatment facilities in operation as of this writing. The program appears to be solid in the future and it is anticipated that approximately $220 million in water pollution abatement planning and construction projects will be funded in the next four year period, beginning October 1, 1979.

For federal fiscal year 1979, from Oct. 1, 1978 through Sept. 30, 1979, the State of Maine has received an allotment from EPA of $31.0 million. This FY 79 allotment along with $28.1 million of unobligated funds from previous fiscal years funded approximately $78.8 million worth of activity in Maine, with $11.82 million coming from the DEP and $7.9 million made available by the municipalities involved in the program. The projects that were funded during FY 79 included 47 Step I, 70 Step II, and 20 Step III projects.

STEP I: Milbridge, Parsonsfield, Brownville, Rockport, Eastport, Lubec, York, Mars Hill, Anson, Baileyville, E. Machias, Falmouth, Squirrel Island, Eagle Lake, Woodstock, Rangeley, Biddeford, Waterville, Brewer, Belfast, Livermore Falls, Warren, Cherryfield, Phillips, Bowdoinham, Stockholm, Monticello, Thomaston, Bar Harbor, Castine, Calais, Mount Desert, Farmington, Camden, Skowhegan, Orono, Portage Lake, Passadumkeag, Corinth, Holden, Hermon, Bingham, Unity, Madison, Peaks Island, Boothbay, and South Berwick.

STEP II: Scarborough, Jackman, Dexter, Mechanic Falls, Northport, Searsport, Patten, Sabattus, Lewiston, Milbridge, East Millinocket, Newport, Clinton, Augusta, Saco, Hampden, Veazie, Winterport, Howland, Caribou, Guilford-Sangerville, Bucksport, Dover-Foxcroft, Vassalboro, Stonington, North Berwick, Milo, North Haven, Biddeford, Cumberland, Damariscotta, Bridgton, Brunswick, Canton, Eastport, Sorrento, Gorham, Lubec, Kennebunkport, Presque Isle, Grand Isle, Boothbay, Kennebunk, Kingfield, Falmouth, Bangor, Norridgewock, Peru, Frenchville, Richmond, Danforth, Mattawamkeag, Strong, Eagle Lake, Tremont, Bethel, Leeds, Cape Elizabeth, Princeton, Perry, Kittery, Monson, Eliot, Houlton, Portland, Bradley, Ashland, Boothbay Harbor, and Washburn.

STEP III: Sabattus, Dixfield, Lewiston, Limerick, Augusta, Saco, Gardiner, Farmingdale, Randolph, Bangor, Hallowell, Hampden, Winterport, Lincoln, Caribou, Mexico, Brunswick, Sanford, Norway, and Limestone.

Division of Water Quality Evaluation and Planning. This Division is responsible for directing programs to achieve statutory water quality standards, for special stream studies to determine if water quality is being maintained, and for waste assimilation studies to determine if programmed pollution loads will violate stream standards. Ultimately all discharges, when analyzed collectively and after treatment, must not degrade the receiving waters below statutory water quality standards. The Division also prepares basin water quality management plans and has completed Phase I plans for all river basins in Maine. Phase II basin plans (updated Phase I plans) are presently being prepared. The Area Wide Waste Treatment Management Planning Program (208 Planning) is also coordinated by this Division. The planning effort for the five originally designated "208" areas has been completed with the final plans being certified by the governor and transmitted to EPA for acceptance. The Division is presently coordinating implementation activities related to the five certified plans. The statewide 208 effort for the remaining areas in Maine is almost complete. The Land Use Regulation Commission is performing the work under contract to DEP for all unorganized lands in the state, and the regional planning agencies are doing the work for the organized towns. One of the key components of the statewide 208 program is the delineation of the sand and gravel aquifers in the state by the Bureau of Geology. In addition, the Division is undertaking a surface impoundment assessment to locate all storage or treatment sites of liquid wastes.

Division of Lakes and Biological Studies. This Division is responsible for administering the State's Great Pond (research) Program, Title 38, Sections 386-390, and providing biological expertise to the DEP staff and Board members as required. The lakes monitoring program involves water quality sampling and analysis for classification by trophic state plus the evaluation of watershed development impact through the site location law.

The Division has completed an extensive and intensive cooperative sampling program on 43 Maine lakes with the United States Geological Survey. This work is now in three annual reports. A final publication containing a summary and analysis is due in late 1979.

With the completion of the above work the DEP and USGS entered into a 2½ year cooperative agreement on 10 lakes in central Maine:

Estes Lake, Franklin County
Fairbanks Pond, Kennebec County
Lovejoy Pond, Kennebec County
Sabattus Pond, Androscoggin County

Salmon Lake, Kennebec County
Sebasticook Lake, Penobscot County
Three Corner Pond, Kennebec County
Three Mile Pond, Kennebec County
Togus Pond, Kennebec County
Webber Pond, Kennebec County

This program is to do diagnostic and feasibility projects on each lake which will be submitted to EPA for restoration funds under the federal Clean Lakes Act. The 50/50 matching formula on these projects has allowed Maine to double the production from state tax dollars.

The Division staff has completed the Little Pond project in Damariscotta and published a final report which has been submitted to EPA. Also, a new five-year lake strategy for Maine has been published and distributed to all parties concerned. The Division is continuing the Drainage Area Project for Maine Lakes in cooperation with the USGS. This project is anticipated to be completed by the end of this calendar year (1979).

The Division's Lay Monitoring Program for Maine Lakes has had a 10-fold increase since its inception in 1975. The public interest and participation in this program has been exceptional. Involving the public through data gathering has helped the DEP in its lakes program but more important is the public awareness through information and education being provided to those concerned about lake water quality.

The Division's activities on stream biological monitoring are expected to increase as the DEP expands its funding of wastewater treatment throughout Maine. Biological monitoring of the Primary Monitoring Network stations on Maine rivers and streams is part of the Division's responsibilities. This work provides data on how well the aquatic environment is improving or responding to pollution abatement.

The following reports were made available to the public during FY 79 from this Division:

Lay Water Quality Monitoring Report, 1979 data
Haley Pond publication (reprints of the nutrient study)
USGS-DEP Second Drainage Area Project
Surface Foam on Lakes
Maine Lakes Strategy Report (1979)

Public hearings, meetings and public participation are among the Division's prime activities. Meeting and discussing lakes and lake problems as well as other biological relationships and sharing knowledge with thousands of Maine residents is an on-going affair.

The following is a summary of meetings and activities during FY 79.

Lakes and Ponds Studied This Fiscal Year	
U.S.G.S. Project	10
Lay Monitoring Lakes	150
Other DEP Lake Investigations	10
Rivers and Streams Studied This Fiscal Year	
Benthic Sampling Studies (permanent monitoring network)	20
Spruce Budworm & Pesticides Monitoring	8
Other Biological Related Studies (fish kills)	2
Hearings, Meetings and Public Participation Programs in Which The Division Participated	70

Division of Laboratory and Field Studies. The Division provides technical services for the Department's Water Bureau and the water-related activities of the Land Bureau. It maintains a fully equipped laboratory in Augusta for determining nutrients, metals, hydro-carbons, bacteria, oxygen demand, and many other water quality parameters. The Department has recently purchased a mass spectrometer which will give the Division analytical capabilities to detect trace organic pollutants. The Division provides a vertically integrated sample collection through analysis operation. Additionally, it performs special services such as intensive surveys of aquatic problems, time of travel measurements, and stream gauging. These services are available to all divisions of the Department.

Current activities include the monitoring of almost 100 municipal and industrial treatment plants, 29 important river and ocean points, and 120 groundwater test wells throughout the state. In addition, the Division provides laboratory services for the enforcement activities of the Department, and the statewide federal 208 planning effort. The Division is also performing intensive water quality surveys of the Penobscot, Sebasticook and Presumpscot Rivers.

The size of the state can cause severe logistical problems. By decentralization of Division activities and the use of common carrier to transport supplies and samples division costs are minimized. A semimobile laboratory performs essential services in Southern Maine while a self contained mobile laboratory services Penobscot, Hancock, and Washington Counties. The mobile laboratory is also available to travel anywhere in Maine for special studies. The Augusta laboratory provides regional services for central Maine as well as special analytical services for the entire state.

Division of Oil Conveyance Services: This Division administers the requirements of the Coastal Conveyance Act and the Oil Discharge Prevention and Pollution Control Regulations. It also has the responsibility of enforcing environmental regulations relating to long term storage of oil tankers in state waters. It is responsible for oil spill prevention programs as well as the supervision of oil spill clean-up activities statewide. The Division licenses and inspects Maine's largest oil terminals. In FY-79, the ceiling on the Maine Coastal Protection Fund was increased from $4,000,000 to $6,000,000 by the Legislature.

Oil Terminals Licensed to Operate	38
Shoreside Terminals	35
Vessels (three vessels operate under one license)	5
Volume of Oil Transferred by Licensees	95,517,547 barrels*
Oil Spills Reported	315
Volume Spilled	62,111 gallons
Spill Related Investigations & Follow ups	451
Investigations—Non Spill Related	53
Spills of Unknown Origin	50
Maine Coastal Protection Fund Balance, June 30, 1979	$4,233,165.21
Total Funds Available, July 1, 1979	$4,233,165.21
Total Expenditures, Fiscal Year 1979	$ 595,573.79
Applications for Lay-Up of Tank Vessels	0

*Includes only first 10 months of FY-79. One barrel equals 42 gallons when the liquid is at 60°F (16°C).

Presque Isle Regional Office: This office services Aroostook and parts of Washington and Penobscot Counties. There are many complicated and serious industrial waste handling problems in this area. Almost all involve international waterways and thus are subject to the 1909 Boundary Water Treaty between the United States and Canada. There are major paper mills involved and many food processors, mainly connected with the area's potato-growing industry. Service to people in the northern and eastern parts of Maine includes advice on requirements of the various laws administered by the Department and other agencies, including federal laws involving air and water pollution control. Although most of the processing of applications is done in Augusta, the Regional Office assists individuals in filing applications. Division personnel also help individuals determine whether or not their project requires environmental permits.

The office is currently responsible for compliance monitoring of municipal, industrial and several commercial treatment facilities. Construction of additional treatment facilities will be completed during the next year. In addition, the Presque Isle staff regularly samples Primary Monitoring Network stations and eleven area lakes in conjunction with the Lay Monitoring program. Furthermore, the Presque Isle staff regularly conducts inspections and investigations of oil and pesticide spills as well as follow up land, air, and water complaints.

Special projects undertaken by the Presque Isle office in this fiscal year include the following: Time-of-travel studies on the West Branch Penobscot River, continuing work with Northern Maine Regional Planning Commission in portions of the Agency's "208" effort, water quality survey of the Prestile Stream, Aroostook and Fish Rivers, and evaluation of large scale industrial land treatment systems.

LICENSES, PERMITS, ETC.:

Licenses:

- Air Emission
- Disposal Site
- Dredge Disposal Site
- Dredge Disposal Sites

Land Fill
Oil Terminals
Septage Sites
Waste Discharge Licenses
Waste Water Treatment Plant Sludge

Permits:
- Alteration of Coastal Wetlands
- Log Storage Permits
- Minimum Lot Size Waiver
- Mining/Rehabilitation of Land
- Secondary School Review
- Site location of Development
- Shoreline Alterations

Certifications:
- IRS certification for five year amortization
- IRS certification for tax exempt bonding
- MGA certification
- National Pollutant Discharge Elimination System Permit Certification
- Personal Property Tax exemption
- Sales & Use Tax exemption
- Sewage Treatment Plant Operations

PUBLICATIONS:

Protecting Your Lake, A Citizen's Guide to the Great Ponds Act—Free.

Protecting Your Coastal Wetlands, A Citizen's Guide to the Wetlands Law—Free.

Cleaning Up the Water, Private Sewage Disposal in Maine—Free.

EnvironNEWS, monthly bulletin listing decisions of the Board of Environmental Protection and containing reports on curent environmental issues—Free.

The above publications may be obtained by writing to Division of Information and Education, Department of Environmental Protection, Statehouse, Augusta 04333, or by calling toll-free 1-800-452-1942.

Various scientific and technical reports of the Department of Environmental Protection—generally available for viewing at DEP headquarters in Augusta, or at regional planning commission offices throughout Maine.

Further pamphlets are available to the public containing the laws which authorize the functions and responsibilities of the three bureaus (free).

Pamphlets depicting specific guidelines of specific bureau activities are also available upon request (free).

A complete set of departmental regulations is available upon request (free).

The DEP also operates a joint technical library in cooperation with the Department of Conservation. Full library services are available to members of the public as well as to the DEP-DOC staffs. Environmental and natural resources publications may be borrowed by visiting the library, located in the Ray Building, Augusta, or by calling toll-free 1-800-452-1942.

FINANCES, FISCAL YEAR 1979: The consolidated financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF ENVIRONMENTAL PROTECTION

HENRY E. WARREN, CHAIRMAN

Central Office: *Telephone:* 289-2811
Location: AMHI—Ray Building, Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 05; *Umbrella:* 06; *Unit:* 101; *Unit Citation:* 38 M.R.S.A., Sect. 341

Average Count—All Positions: 10 *Permanent Legislative Count:* 10

PURPOSE: It is the duty of the Board, exercising the police power of the state, to control, abate and prevent the pollution of the air, waters, coastal flats and prevent diminution of the highest and best use of the natural environment of the State.

ORGANIZATION: The Board of Environmental Protection consists of 10 members appointed by the governor, subject to review by the Joint Standing Committee on Natural Resources and approval by the legislature. Members of the Board must have "the broadest possible interest and experience." The commissioner of the department serves as chairman, ex officio, but cannot vote. In the event of a tie vote, the motion before the Board is considered defeated. Members serve for a term of 4 years, and remain on the Board until their successors are appointed and duly qualified.

Members of the Board of Environmental Protection receive $40 per day for each meeting or hearing attended. They also receive the standard state reimbursements for travel expenses incurred while attending any meetings of the Board or for any other travel in connection with official board business while under the specific authority of the Board. Traveling expenses are paid out of the General Fund.

Meeting times and places are determined by the Board. During October of each year the Board elects a secretary who is not necessarily chosen from among the members of the Board. Six members of the Board constitute a quorum for the purpose of conducting any meeting. No quorum is required for public hearings of the board because hearings are solely for the purpose of gathering facts; no voting or rendering of decisions takes place. A verbatim transcript or recording is made of each hearing.

PROGRAM: FY 79 was marked as a year of relative stability for the Board of Environmental Protection. Membership changed very little, in contrast to the past few years which had seen the majority of members replaced through resignations and term expirations. This year, one member was replaced on the Board after being elected to the Legislature. At the end of the year, two members were serving after expiration of term, awaiting action by the Governor.

A steady, rapid pace of activity also characterized FY '79. While it was a year with no extraordinary applications to review (i.e. no oil refineries, power plants or large new industries), it was a year filled with labored decisions. Solid waste management again provided a major portion of the workload and a high percentage of the frustration as board members wrestled with protection of water resources, on one hand, and disruption of the lives of thousands of people on the other. Disposal of solid waste and of sludge from municipal treatment plants led to meetings during the year with numerous municipal officials whose sites were deemed inadequate by the board. Old Orchard Beach, South Portland, York, Gorham, Rockland and Rockport were a few such places. The year ended with residents of Gardiner, Farmingdale, Randolph, Dresden and Pittston temporarily having no place to dispose of their refuse. A private contractor serving that region chose to close his old, polluting site rather than pay a penalty for failure to meet a previously agreed to July 1 deadline. His new site had been determined to be improperly prepared to receive refuse.

The rate of activity did not lessen this winter as it had seemed to in the past. This steady pace, combined with the level of difficulty of most of the decisions, placed great demands on the personal, uncompensated time of board members. Every other week they received an average 275 pages of "homework" containing background information on decisions to be made at the next B.E.P. meeting. Additionally, they received several thousand pages of verbatim transcript from the 19 public hearings conducted during the fiscal year.

Continuing its professional education effort, the board held five all-day training workshops for its members. Also, this year, under the new federal mandates for "public participation," members took part in six public workshops conducted by the Bureau of Air Quality Control. These, combined with its 19 hearings and 24 regular sessions, gave the Board of Environmental Protection a total of 54 meeting days in FY 79.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: 38 MRSA, Section 361 provides that expenditures of this unit, which amounted to $44,162.40 in FY 79, shall be borne by Department of Environmental Protection and are, therefore, included in its financial display.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

GLENN H. MANUEL, COMMISSIONER
J. WILLIAM PEPPARD, Deputy Commissioner

Central Office: *Telephone:* 289-3371
Location: 284 State Street, Augusta
Mail Address: 284 State Street, Augusta, Maine 04333

Established: 1880 *Sunset Review Required by:* June 30, 1984

Maine State Governmental Reference Manual Data:
Policy Area: 05; *Umbrella:* 09; *Unit:* 137; *Unit Citation:* 12 M.R.S.A., Sect. 1951

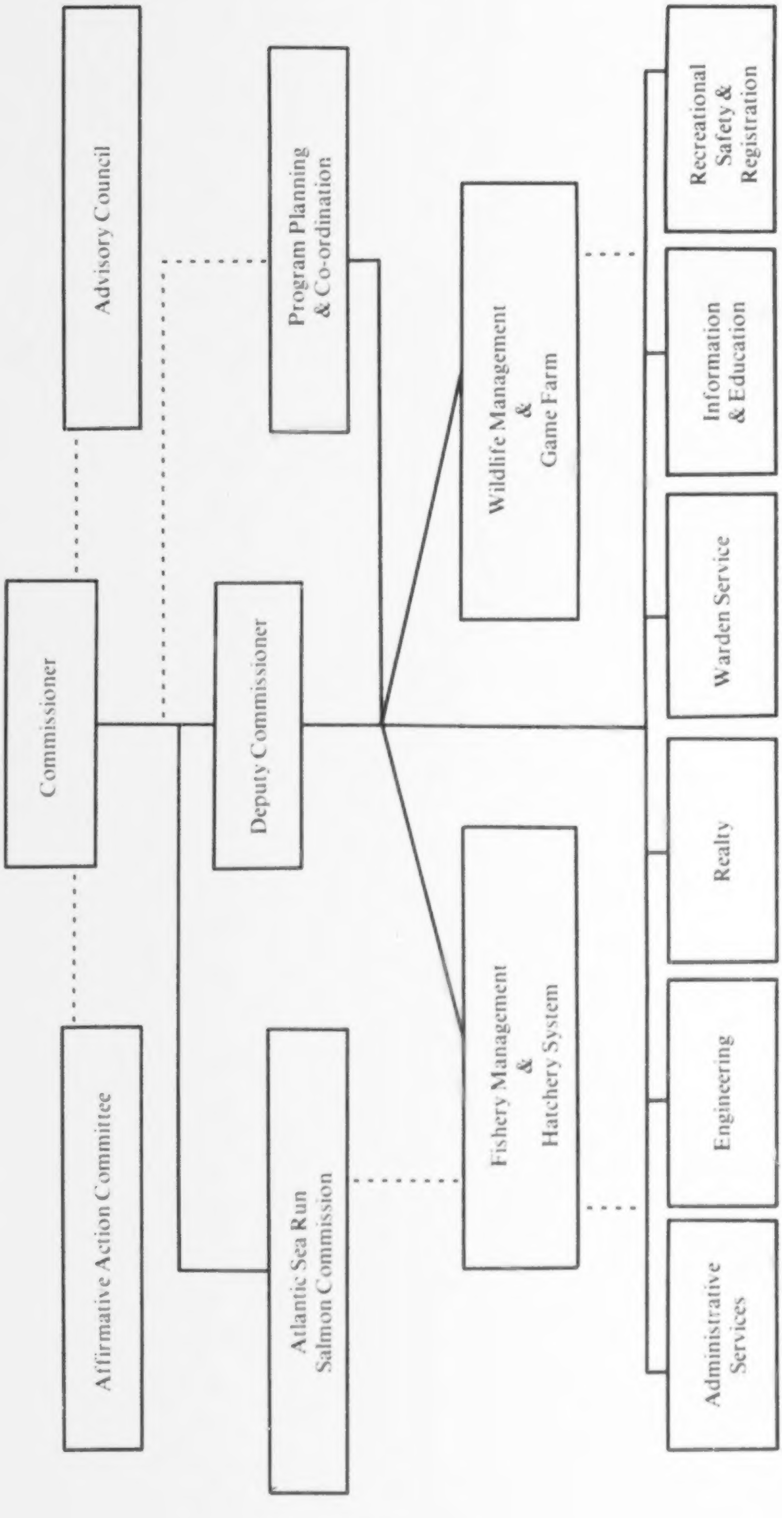
Average Count—All Positions: 300 *Permanent Legislative Count:* 329

Organizational Units:
Administration Division
Planning and Coordination Division
Information and Education Division
Engineering Division
Realty Division
Fishery Management Division
Wildlife Management Division
Warden Service
Division of Recreational Safety and Registration
Junior Guide Examining Board
Advisory Council (Inland Fisheries & Wildlife)
Atlantic Sea Run Salmon Commission

PURPOSE: The Department of Inland Fisheries and Wildlife was established to ensure that all species of wildlife and aquatic resources in the State of Maine are maintained and perpetuated for their intrinsic and ecological values, for their economic contribution and for their recreational, scientific and educational use by the people of the State. In addition, the Department is responsible for the establishment and enforcement of rules and regulations governing fishing, hunting, and trapping, propagation and stocking of fish, acquisition of wildlife management areas, the registration of snowmobiles and watercrafts, safety programs for hunters, snowmobiles and watercraft, and the issuing of licenses (hunting, fishing, trapping, guide, etc.) and permits.

ORGANIZATION: The Department of Inland Fisheries and Wildlife (formerly Game) traces back to 1830 when wardens were first appointed by the Governor to enforce the moose and deer law enacted that year. Two Commissioners of Fisheries were appointed in 1867. In 1880, the Commissioners were assigned responsibility for enforcing game laws as well as fish laws, and in 1895, their title was changed to Commissioners of Inland Fisheries and Game. Also in 1895, the State bought land in Caribou and built the first State-owned fish hatchery. The two Commissioners were replaced by the Commissioner of Inland Fisheries and Game in 1917. The Department hired its first engineer in 1932, and construction began on the State game farm in Gray. The Warden Flying Service was formed in 1937. The first game biologists were hired the year after the Pittman-Robertson bill of 1937 was passed by Congress, providing funds for conservation of game animals and birds. A similar bill, the Dingell-Johnson bill of 1951, pro-

ORGANIZATION CHART
DEPARTMENT OF INLAND FISHERIES AND WILDLIFE


Affirmative Action Committee
Commissioner
Advisory Council
Atlantic Sea Run Salmon Commission
Deputy Commissioner
Program Planning & Co-ordination
Fishery Management & Hatchery System
Wildlife Management & Game Farm
Administrative Services
Engineering
Realty
Warden Service
Information & Education
Recreational Safety & Registration

CONSOLIDATED FINANCIAL CHART FOR FY 79
DEPARTMENT OF INLAND FISHERIES AND WILDLIFE

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	4,277,310	45,000	2,865,736			1,366,574
Bal Brt Fwd— Encumbered	239,869	268	239,601			
Licenses/Permits/Fees/Tax	6,025,539		6,025,539			
Fines/Forfeits/Penalties	318,926		318,926			
Interest/Investment/Rents	124,446		1			124,445
Revenue From Federal Govt	1,274,916		1,000		1,273,916	
Revenue From Local Govts	72		72			
Revenue—Private Sources	2,006		2,006			
Fees Charged For Services	61,371		61,371			
Receipts From Other Funds	73,547		73,222			325
Legislative Approp/Alloc	226,661	226,651				
Adjustment of Balance Fwd	366		366			
Transfers—Non-Federal $	—54,500	—5,249	—49,251			
TOTAL RESOURCES	12,570,529	266,680	9,538,589		1,273,916	1,491,344
EXPENDITURES						
Salaries and Wages	4,259,491	79,284	4,086,799		93,408	
State Share of Retirement	787,902	9,650	778,252			
Other Fringe Benefits	6,870		6,870			
Prof Service, Not By State	161,091	4,583	156,508			
Computer Service, By State	55,870	—3,119	—173,316		232,305	
Other Prof. Serv., By State	62,908	7,398	55,510			
Travel Expenses, In-State	113,481	1,044	112,437			
Travel Expense, Out-State	18,476	473	18,003			
Operation—State Vehicles	484,569	5,546	479,023			
Utilities	137,254	4,599	132,655			
Rents	127,274	85,800	41,474			
Repairs	113,523	1,229	112,294			
Insurance	118,916	2,183	116,733			
General Operating Expense	246,003	1,234	244,767		2	
Food	96,341		96,341			
Fuel	48,417		48,417			
Other Supplies	249,903	2,211	247,692			
Highway Materials	98		98			
Grants to Local Govts.	4,908		4,908			
Misc. Grants to Individual	2,000		2,000			
Pensions	45,607	663	44,944			
Land And Land Rights	292,405		5,028			287,377
Buildings & Improvements	36,541		36,541			
Equipment Purchases	612,029	8,175	590,455		13,399	
Structures & Improvements	189,015		27,694		161,321	
Trans. to Gen.-Fund Sta-Cap	55,716		53,069		2,647	
TOTAL EXPENDITURES	8,326,608	210,953	7,325,196		503,082	287,377

vided funds for fishery research and management, and Department fishery biologists were formed into a division. Several other divisions were formed within the Department to meet specific needs as follows: Information and Education (1955); Planning and Coordination (1968); Snowmobile Registration, more recently Snowmobile Safety (1969); and Realty (1970). In 1974 legislation was passed which made the Commissioner of Inland Fisheries and Wildlife the permanent Chairperson of the Atlantic Sea Run Salmon Commission with sole authority for its administration and financial matters. In mid-1974, the former Bureau of Watercraft Registration and Safety administratively became a division of the Department and in September of 1976 the functions of the Division of Snowmobile Safety and Registration were combined with Watercraft Registration and Safety. Effective October 1, 1975, the Department was renamed Department of Inland Fisheries and Wildlife.

PROGRAM: The Department administers a variety of programs concerned with the management of the State's inland fisheries and wildlife resources. Programs are based upon the most current information available and focused on long range species management goals and objectives. Specific data needed to assess the current status of individual species is collected to support the development of sound regulatory recommendations.

Applied research studies are conducted to provide for a more complete understanding of the characteristics, needs, and factors affecting specific species of inland fisheries and wildlife. Surveys and inventories are conducted to provide information concerning human use of inland fisheries and wildlife resources, as well as land and water use trends which can be expected to affect the supply of and demand for these resources. Emphasis is focused on specific types of information needed to support the development and maintenance of sound management programs. Regulations are established to encourage or discourage human use of inland fisheries and wildlife resources in keeping with selected species management goals and objectives. Laws and regulations pertaining to the taking of inland fisheries and wildlife resources are enforced, as well as environmental regulations concerned with the maintenance of adequate habitat conditions for these resources. Environmental law enforcement includes the Stream Alteration Act which is administered by this Department, and others such as the Site Selection, Wetlands, Great Ponds Act and the Land Use Regulation Commission regulations which are administered by other state agencies.

Artificial propagation and stocking of various game species is carried out as required to meet management objectives. Habitat conditions are maintained and improved through habitat acquisition, habitat improvement, technical assistance to private landowners, and technical assistance to other state and federal agencies administering specific environmental regulations and land use planning and control efforts.

The Department is actively engaged in the dissemination of timely information concerning the State's inland fisheries and wildlife resources to the public utilizing the Department's magazine, "Maine Fish and Wildlife," publications, news releases, movies, and other information disseminating techniques. In addition, a Hunter Safety Program is conducted in order to accomplish several objectives. These include: to teach and to familiarize the sportsmen with wildlife management, conservation and wildlife laws, and regulations; to teach identification and habits of wildlife; to teach the responsibilities due to landowners, fish, and wildlife; and finally, to teach thoughtful and safe use of sporting equipment.

The Department is responsible for the coordination, administration and legal functions associated with applications to alter waters under the jurisdiction of the Stream Alteration Act. Biological assessments concerning the impact of proposals on inland fisheries and/or wildlife resources is made for each application. The Department is also responsible for the administration of the State's Snowmobile and Watercraft Registration system and also for the enforcement of the laws pertaining to their use. Snowmobile and watercraft safety programs are implemented to familiarize snowmobile and boat users with mechanical considerations, regulations, rules of the road, and thoughtful and safe use considerations.

Furthermore, the Department is responsible for the coordination of lost person search and rescue operations. In order to accomplish this mission, the Department trains and maintains special mountain and aquatic rescue teams, organizes and directs search operations and assembles manpower as well as specialized equipment including helicopter, fixed-wing aircraft, boats, vehicles, and communications systems. The Department also assists other enforcement agencies in a variety of investigations.

LICENSES, PERMITS, ETC.:

- Office of Commissioner
  - License:
    - Fishing & Hunting—Complimentary—Holders Medal of Honor
    - Junior Guide
    - Importation of Wild Birds and Animals
    - Stocking of State Waters
  - Permit:
    - Stream Alteration
    - Breeders of Menagerie (Moose, Caribou & Bear)
    - To transport Live Animals for Breeding and Advertise
- Fisheries Division
  - Permit:
    - Eel, Alewife, & Sucker (over 20 lbs.)
    - Bass Tournament
    - Scientific Fish Collection
    - Private Pond Stocking
- Warden Service
  - License:
    - Hunting License, Commercial Shooting Area
    - Use of Dog Training (All Categories)
    - Field Trial License (Retrievers & Sporting Dogs)
      - Eel. (not exceeding 20 lbs. to licensed trapper for trap bait)
    - Fishing License for Children's Camps
    - Snowmobile Races
  - Permit:
    - Coon Dog Training
    - Dog Training Area, Club
    - Dog Training (With Raccoons)
    - Deer Transportation
    - Live Bait Taking in Closed Waters
    - Transportation Tags (Fish)
- Hatchery Division
  - License:
    - To Cultivate or Harvest Fish and Private Ponds
  - Permit:
    - To Import Live Fresh Water Fish or Eggs
- Wildlife Division
  - License:
    - Falconry
  - Permit:
    - Bird Banding Permit
    - Camping in Game Management Areas
    - Permission to Use Poison
    - Scientific Collectors Permit
    - Swan Island Camping Permit
    - Wildlife Control
- License Clerk in Town or City
  - License:
    - Archery—Resident
    - Combination Hunting & Fishing—Resident
    - Fishing—Resident
    - Hunting—Resident
    - Combination Serviceman's Resident License
  - Stamp:
    - Atlantic Salmon—Resident
    - Pheasant

- License Agent
  - License:
    - Archery—Non-Resident
    - Small Game Hunting—Non-resident
    - Big Game Hunting—Non-resident
    - Fishing (season, 15, 7, or 3 day)—Non-resident
  - Stamp:
    - Atlantic Salmon—Non-resident
    - Pheasant
- Augusta Office License Clerk
  - License:
    - Commercial Shooting Area
    - Deer Skin Dealer
    - Fishing (for blind)
    - Fishing and Hunting for Resident over 70
    - Fur Buyers
    - Game Bird Breeders
    - Game and Fur Farm
    - Guide
    - Indian Hunting, Fishing, Trapping and Archery
    - Live Bait Dealer
    - Roadside Menagerie
    - License to Sell Inland Fish
    - License to Sell Live Smelts
    - Taxidermist
    - Trapping
    - Fishing & Hunting Complimentary—Disabled
    - Fishing & Hunting—Paraplegics, Reciprocity Other States
    - Hunting—Non-resident
    - Fishing—Non-resident
    - Snowmobile Registration
  - Permit:
    - Camp Trip Leader
    - Fishing for Patients of Nursing Homes
  - Miscellaneous:
    - Game Bird Seal
    - Pheasant Wing Bands
    - Pheasant Importation Wing Bands
    - Atlantic Salmon Stamp—Non-resident
    - Pheasant Stamp

PUBLICATIONS:

Laws—Hunting, Fishing, Ice Fishing, Trapping (free)

Maine Fish and Wildlife Magazine—published quarterly—cost $2.50 annually within the United States and $3.75 outside the United States.

Lake Surveys $.20 per copy; $.15 for 2 or more of same survey.

Publications Catalogue (free)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF INLAND FISHERIES AND WILDLIFE (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	3,619,628		2,253,054			1,366,574
Bal Brt Fwd— Encumbered	237,486		237,486			
Licenses/Permits/Fees/Tax	5,488,548		5,488,548			
Fines/Forfeits/Penalties	318,926		318,926			
Interest/Investment/Rents	124,446		1			124,445
Revenue From Federal Govt	1,202,647		1,000		1,201,647	
Revenue From Local Govts	72		72			
Revenue—Private Sources	2,006		2,006			
Fees Charged For Services	60,391		60,391			
Receipts From Other Funds	55,831		55,506			325
Legislative Approp/Alloc	95,800	95,800				
Adjustment of Balance Fwd	32,907		32,907			
Transfers—Non-Federal $	650,000	−5,749	655,749			
TOTAL RESOURCES	11,888,688	90,051	9,105,646		1,201,647	1,491,344
EXPENDITURES						
Salaries and Wages	4,060,259		3,973,065		87,194	
State Share of Retirement	765,132		765,132			
Other Fringe Benefits	6,870		6,870			
Prof Service, Not By State	153,925		153,925			
Computer Service, By State	17,273		−210,941		228,214	
Other Prof. Serv., By State	43,985		43,985			
Travel Expenses, In-State	112,207		112,207			
Travel Expense, Out-State	17,390		17,390			
Operation—State Vehicles	479,023		479,023			
Utilities	134,792	4,243	130,549			
Rents	127,139	85,800	41,339			
Repairs	111,947		111,947			
Insurance	113,389		113,389			
General Operating Expense	212,958		212,956		2	
Food	96,341		96,341			
Fuel	48,417		48,417			
Other Supplies	236,315		236,315			
Highway Materials	98		98			
Grants to Local Govts.	4,908		4,908			
Misc Grants to Individual	2,000		2,000			
Pensions	44,944		44,944			
Land And Land Rights	287,405		28			287,377
Buildings & Improvements	36,541		36,541			
Equipment Purchases	602,863		594,432		8,431	
Structures & Improvements	179,960		18,639		161,321	
Trans. to Gen. Fund Sta-Cap	52,140		49,653		2,487	
TOTAL EXPENDITURES	7,948,221	90,043	7,083,152		487,649	287,377

ADVISORY COUNCIL (INLAND FISHERIES & WILDLIFE)

RODNEY W. ROSS, CHAIRMAN
GEORGE E. PRENTISS, Vice Chairman

Central Office: *Telephone:* 289-3371
Location: 284 State Street, Augusta *Floor:* 2
Mail Address: 284 State Street, Augusta, Maine 04333

Established: 1945 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 05; *Umbrella:* 09; *Unit:* 140; *Unit Citation:* 12 M.R.S.A., Sect. 1955

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: To advise the Commissioner of Inland Fisheries and Wildlife of changes in hunting, fishing, and trapping regulations and other business of the Department. The Advisory Council also renders information and advice concerning the administration of the Department to the Commissioner.

ORGANIZATION: The Advisory Council is appointed by the Governor, subject to review by the Joint Standing Committee on Fisheries and Wildlife and to confirmation by the Legislature, and consists of one member representing each of the management units the commissioner establishes to administer chapters 701 to 721. The commissioner is a nonvoting member of the Council ex officio but may vote to break a tie. Appointments are for 3 years or until successors are appointed and qualified. No person shall serve more than 2 consecutive 3-year terms. Upon the death, resignation, or removal from office of any person so appointed, the Governor shall appoint a member to serve for the unexpired term. The members of the Advisory Council receive $25 per day for their services and actual expenses not to exceed $2,500 for each fiscal year. The Council holds regular meetings with the commissioner or his deputy in December and May of each year, and special meetings at such other times and places within the State as would seem advisable. At the meeting held in May of each year, the Council may elect one of its members as chairman and one as vice chairman.

PROGRAM: The Advisory Council met with the Commissioner to review regulation changes, acquisition on major land parcels, and other department matters six times during FY 79.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: Title 12, #1955 provides that expenditures of this unit, which amounted to $2,917.30 in FY 79, shall be borne by the Department of Inland Fisheries and Wildlife.

DIVISION OF RECREATIONAL SAFETY AND REGISTRATION

GLENN H. MANUEL, COMMISSIONER
LORENZO J. GAUDREAU, Director

Central Office: *Telephone:* 289-2766
Location: 284 State Street, Augusta *Floor:* 1
Mail Address: 284 State Street, Augusta, Maine 04333

Established: 1963 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 05; *Umbrella:* 09; *Unit:* 141; *Unit Citation:* 12 M.R.S.A., Sect. 7791

Average Count—All Positions: 24 *Permanent Legislative Count:* 10

PURPOSE: The Division of Recreational Safety and Registration was established to ensure the safety of persons and property through regulation of the use and operation of watercraft and snowmobiles and for conducting safety programs for hunters, snowmobilers, and boat operators throughout the State of Maine. The Division is authorized to require the registration of watercraft, snowmobiles, and airmobiles. It regulates watercraft in harmony with the Federal Boat Safety Act of 1971; safety equipment for boats and snowmobiles; the size of motors used on motorboats on internal waters; and mandatory reporting requirements on boating, snowmobiling, and hunting accidents. The Division also issues licenses to operators of boats used to carry passengers for hire and issues permits to conduct races and regattas on state waters.

ORGANIZATION: The Division of Watercraft Registration and Safety was established in 1963 as a separate administrative agency headed by the commissioners of Inland Fisheries and

Game and Marine Resources. Previously, boats in Maine were registered by the U.S. Coast Guard on federal waters, by the Department of Inland Fisheries and Game on inland waters, and by the Public Utilities Commission where commercial uses were involved. Organization of the Division brought all boating interests and matters under one agency and permitted retaining all license fees in the State for dedication to boating interests under the Boat Law. From 1963 to 1973, only boats driven by machinery of over ten horsepower were required to be registered; however, due to changes in federal law, it became necessary to register all motorboats as of January 1, 1974. Under State Government reorganization legislation of 1973, the Division was placed within the Department of Inland Fisheries and Game as a division of that agency, effective July 1, 1974. The Division of Snowmobile Registration was established in 1969 as a division of the Department of Inland Fisheries & Game and was administratively combined with the safety section in August of 1973. The Division was renamed the Division of Snowmobile Safety and Registration. In September of 1976, the Division of Watercraft Registration and Safety was combined with the Division of Snowmobile Safety and Registration and became the Division of Recreational Safety and Registration.

PROGRAM: The divisions' objectives are to register boats, snowmobiles, and airmobiles in order to identify users, regulate their operation by coordinating with law enforcement officials, and promote safe responsible participation in hunting, boating, and snowmobiling. The hunting and snowmobiling safety programs have been successful in drastically reducing accidents and fatalities. The division is keying in on boating safety to reduce those accidents. During the 1978 calendar year, 11 of the fatalities were nonresidents. The great majority of the accidents are from the use of canoes and small, open motorboats during the spring and fall when the water is very cold. A pamphlet geared to sportsmen and small boats has been developed and printed, and is being distributed at the turnpike toll booths. We have included a one-hour segment of boating safety in the hunter safety program. The cost of the Volunteer Hunter Safety Program is totally refunded by the Pittman Robinson federal funds. The Volunteer Safety Instructors, when giving safety courses, also teach respect for the rights of property owners, conservation of our resources, and familiarization with the various laws and regulations. During the 1978-79 fiscal year 2,423 students were certified in hunting safety, and 700 students were certified in snowmobile safety. Over 100 presentations were given to approximately 12,000 students in schools and summer camps on boating and snowmobiling safety. The Division registered 31,485 boats; issued 551 duplicate registrations, 89 dealer certificates, and 296 operator licenses; and granted 25 permits for races and regattas. The Division also registered 63,646 snowmobiles and issued 350 dealer certificates and 68 duplicate certificates.

The Director held six public hearings covering requests to limit the horsepower of motorboats on inland waters, and attended many meetings and conferences with the U.S. Coast Guard, the U.S. Power Squadrons, and others with boating and snowmobiling interests.

A film library is maintained and films, safety literature, and materials concerning hunting, boating, and snowmobiling are mailed to the public.

LICENSES, PERMITS, ETC.:

License:
    Motorboat Operator License
        (To carry passengers for hire in inland waters)
Permit:
    Watercraft Races & Regattas on Inland Waters
Registration:
    Motorboat
    Snowmobile

PUBLICATIONS:

Watercraft Laws (free)
Splashdown-With-Safety (free)
Sportsmen and Small Boats (free)
Snowmobile Laws (free)
Cap'n's Manual (free)
You Alone in the Maine Woods (free)

Hunter Safety Student Manual (free)
Snowmobile Safety Student Manual (free)
Numerous Boating Safety Pamphlets—(U.S. Coast Guard—free)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF RECREATIONAL SAFETY AND REGISTRATION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	494,350		494,350			
Bal Brt Fwd— Encumbered	2,115		2,115			
Licenses/Permits/Fees/Tax	530,017		530,017			
Revenue From Federal Govt	39,652				39,652	
Fees Charged For Services	798		798			
Receipts From Other Funds	17,676		17,676			
Adjustment of Balance Fwd	28		28			
Transfers—Non-Federal $	−705,000		−705,000			
TOTAL RESOURCES	379,636		339,984		39,652	
EXPENDITURES						
Salaries and Wages	113,734		113,734			
State Share of Retirement	13,120		13,120			
Prof. Service, Not By State	1,144		1,144			
Computer Service, By State	38,598		38,598			
Other Prof. Serv., By State	11,470		11,470			
Travel Exenses, In-State	230		230			
Travel Expense, Out-State	613		613			
Utilities	2,106		2,106			
Rents	135		135			
Repairs	303		303			
Insurance	3,344		3,344			
General Operating Expense	31,307		31,307			
Other Supplies	10,822		10,822			
Equipment Purchases	991		991			
Trans. to Gen.-Fund Sta-Cap	3,372		3,372			
TOTAL EXPENDITURES	231,289		231,289			

BOARD OF EXAMINERS FOR THE LICENSING OF GUIDES

GLENN H. MANUEL, COMMISSIONER OF INLAND FISHERIES AND WILDLIFE

Central Office: *Telephone:* 289-3371
Location: 284 State Street, Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 05; *Umbrella:* 09; *Unit:* 142; *Unit Citation:* 12 M.R.S.A., Sect. 2053

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Board of Examiners for the Licensing of Guides was established to determine the applicant's qualifications for the guide classification applied for, and to advise the Commissioner of their findings.

ORGANIZATION: The board shall consist of the Commissioner or such subordinate officer of the Department as the Commissioner may designate, two wardens of the Department, and a representative of the public to be appointed by the Governor for a term of 3 years. The public member shall receive no compensation, but the Department shall reimburse him for actual expenses incurred in carrying out his duties at the same rate as provided for state employees.

PROGRAM: The board did not meet in FY 79.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: This unit is not authorized to receive or expend funds.

JUNIOR MAINE GUIDES AND TRIP LEADERS' CURRICULUM BOARD

GLENN H. MANUEL, COMMISSIONER

Central Office: *Telephone:* 289-3371
Location: 284 State Street, Augusta *Floor:* 2
Mail Address: 284 State Street, Augusta, Maine 04333

Established: 1945 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 05; *Umbrella:* 09; *Unit:* 143; *Unit Citation:* 12 M.R.S.A., Sect. 2052

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Board is empowered to adopt rules and regulations which establish standards of requirements and methods of ascertaining the fitness of candidates for a Junior Maine Guide Certificate. The Board also adopts, approves, and reviews camp trip leaders' safety course curriculum.

ORGANIZATION: The Commissioner of Inland Fisheries and Wildlife appoints a board of 5 members, one member of which was a Maine camp director. The board serves without compensation for 3 years or until successors are appointed.

PROGRAM: In April, 1979, the Legislature passed Public Law 151 which repealed the Junior Guide Examining Board and created the Junior Maine Guide and Trip Leader's Curriculum Board. Appointments to the Board have not been finalized. However, it is anticipated that the appointments will be made prior to January 1, 1980, the effective date of the legislation.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit are, by administrative decision, included with those of Department of Inland Fisheries and Wildlife.

ATLANTIC SEA RUN SALMON COMMISSION

GLENN H. MANUEL, CHAIRMAN

Central Office: *Telephone:* 947-8627
Location: 34 Idaho Avenue, Bangor, Maine *Floor:* 1
Mail Address: 34 Idaho Avenue, Bangor, Maine 04401

Established: 1947 *Sunset Termination Scheduled to start by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 05; *Umbrella:* 09; *Unit:* 289; *Unit Citation:* 12 M.R.S.A., Sect. 6251

Average Count—All Positions: 6 *Permanent Legislative Count:* 6

Organizational Units:
Research Committee Two Regional Offices—Bangor, Machias

PURPOSE: The Atlantic Sea Run Salmon Commission was established to manage and conserve Atlantic salmon, Salmo salar, in all waters of the State of Maine and to restore the Atlantic salmon to the rivers of the State. The Commission is authorized to purchase or lease lands, dams and other structures within the State; to acquire flowage rights, mill privileges and right-of-way; and to build dams and other structures for the purpose of conservation of Atlantic sea run salmon. The Commission has sole authority to adopt regulations regarding the taking of Atlantic sea run salmon, but its authority is limited to regulation of the time, method, number, weight, and length of salmon and the locations from which they may be taken. The Commission also may investigate or cause to be investigated conditions affecting the salmon in any waters of the State, and may on its own initiative make or amend such regulations as it deems necessary to conserve Atlantic salmon or promote their propagation.

ORGANIZATION: The Atlantic Sea Run Salmon Commission was created in 1947. In 1948, a Memorandum of Agreement was signed between the University of Maine, the U.S. Bureau of Sport Fisheries and Wildlife (now U.S. Fish & Wildlife Service), the Department of Inland Fisheries and Wildlife, the Department of Sea and Shore Fisheries (now Department of Marine Resources), and the Atlantic Sea Run Salmon Commission, which delineated the duties and responsibilities of the cooperators. Updated in 1951 and again in 1962, this agreement remained in force until 1976 when an updated and revised Memorandum of Agreement was entered into by the signatory parties.

The Memorandum of Agreement establishes a Research Committee composed of appointed representatives of the signatory parties. The representatives are charged with the responsibilities of reviewing, approving and making recommendations to the Commission for research, management, and restoration of Atlantic salmon in the State of Maine. The Agreement further establishes the headquarters of the Commission at the University of Maine and commits the signatory agencies to assist the U.S. Fish and Wildlife Service in the preparation of a regional restoration and management plan for Atlantic salmon in New England.

The Commission is composed of three members, including the Commissioner of Marine Resources and the Commissioner of Inland Fisheries and Wildlife, ex officio, and a third member appointed by the Governor, for a term of four years. The 106th Legislature appointed the Commissioner of Inland Fisheries and Wildlife as permanent Chairman of the Salmon Commission, with sole authority over administration and financial matters.

The rules and regulations of the Commission are legally enforced by the Warden Service of the Department of Inland Fisheries and Wildlife, with concurrent jurisdiction by the Division of Law Enforcement of the Department of Marine Resources where salmon rules and regulations are concerned.

PROGRAM: The Atlantic Sea Run Salmon Commission, operating under a cooperative agreement, assists national, regional, and state agencies in coordinating projects concerning Atlantic salmon. Highlights of the past year's activities are as follows:

Salmon Fishing. The 1978 season catches exceeded those of the preceding year. Water conditions during the early season were ideal for angling, and a new record was established for rod-caught salmon from state waters. On the Penobscot, the rod catch exceeded 380 fish, topping the previous record of 354 established in 1926.

The area above the Bangor Dam continues to provide new sites for angling, and many of the fish were taken from this area. Continued deterioration of the dam poses passage problems at the extremely high water levels encountered during the spring of 1979; salmon were bruised and their scales abraded as the fish attempted to negotiate this high water barrier. It is expected that this problem will diminish as deterioration continues.

On the Machias River, for the first time in over 20 years, the rod catch exceeded 100 fish. Increased utilization of spawning and nursery areas above Whitneyville following removal of the dam in 1973 contributed to the improved fishery. Preliminary figures for the 1979 fishing season show the Machias River salmon run increasing, and catches may exceed those of 1978.

Trapping facilities constructed during the spring of 1978 permit a complete count of ascending fish on the Penobscot River. During the summer and fall of 1978, Commission personnel trapped and tagged 1,465 salmon at this facility. The salmon run of the Penobscot River was estimated to be in excess of 2,000 fish during 1978.

Regulations. Low warm-water conditions during the summer resulted in numerous salmon entering the Kenduskeag River in search of cooler waters. Enforcement personnel were successful in protecting these fish, and numerous violators were prosecuted. The vulnerability of these fish led to a conservation closure of the area for the remainder of the season.

Similar problems arose on the Kennebec River, where areas at the mouth of the river were closed to commercial netting; and, inland at Augusta, the waters of Bond Brook were closed to all fishing.

In the fall of 1978, public hearings were held that resulted in a complete rewriting of the salmon regulations and their issuance under the Administrative Procedures Act in time for distribution prior to the 1979 open-water season.

Fish Culture. Prior to 1978, from 40 to 80 per cent of the salmon trapped in the Penobscot were taken to the Craig Brook National Fish Hatchery for brood stock. In 1978, approximately 20 per cent of the fish were taken and the remainder were released to spawn naturally in headwater areas of the Penobscot. In the fall of 1978, brood stock from the Penobscot and Union rivers provided 1.8 million eggs for the salmon restoration program. Brood stock mortalities (15%) suffered during 1977 were controlled during 1978 at the hatcheries by chemotherapy.

During the spring of 1979, the rivers of Maine were stocked with 354,000 smolts and parr reared at the U.S. Fish and Wildlife Service facilities of Craig Brook and Green Lake. An additional 100,000 fry were scatter-planted during June of 1979.

The disease problem that has plagued hatchery production appears to be under control. The new ultra-violet treatment plant at Green Lake National Fish Hatchery, combined with filtration equipment, has reduced the incidence of ectoparasites and myxobacterial infestations of the hatchery fish. Furunculosis, a problem in earlier years, has not been detected at this facility. The Craig Brook facility, however, remains at less than capacity production due to recurrent problems with fish diseases in the outdoor rearing complex.

The Connecticut and Merrimac River programs were assisted by donations of eggs and fry for experimental and restoration purposes.

Miscellaneous. During 1978-79, Commission personnel prepared and/or presented papers to the American Fisheries Society and the International Council for the Exploration of the Sea and to other educational and fraternal associations. Assistance was provided in development of a plan for restoration of salmon to the Merrimac River. Staff members spent considerable time in preparation of format and preliminary drafts of individual river management plans for Maine's Atlantic salmon waters. In addition, Commission personnel serve as advisors to several international, national, and regional organizations interested in salmon restoration.

LICENSES, PERMITS, ETC.:

Resident and non-resident stamps authorized under MRSA, Title 12, Chapter 323, Section 2552, §7A. Such stamp shall be issued for use to fish for Atlantic salmon in the same manner as a regular license to fish, except that said stamp shall be in addition to a regular license to fish in this State. Resident stamp $1.00 and non-resident $15.00.

PUBLICATIONS:

The Atlantic Sea Run Salmon Commission, Regulations, 1979, Revised. (No cost)

Reprints and technical publications available from Department of Inland Fisheries and

Wildlife, moderate fee and postage requested; contact Information and Education Division for publications catalog.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ATLANTIC SEA RUN SALMON COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	163,332	45,000	118,332			
Bal Brt Fwd— Encumbered	268	268				
Licenses/Permits/Fees/Tax	6,974		6,974			
Revenue From Federal Govt	32,617				32,617	
Fees Charged For Services	182		182			
Receipts From Other Funds	40		40			
Legislative Approp/Alloc	130,861	130,861				
Adjustment of Balance Fwd	—32,569		—32,569			
Transfers—Non-Federal $	500	500				
TOTAL RESOURCES	302,205	176,629	92,959		32,617	
EXPENDITURES						
Salaries and Wages	85,498	79,284			6,214	
State Share of Retirement	9,650	9,650				
Prof Service, Not By State	6,022	4,583	1,439			
Computer Service, By State	—1	—3,119	—973		4,091	
Other Prof. Serv., By State	7,453	7,398	55			
Travel Expenses, In-State	1,044	1,044				
Travel Expense, Out-State	473	473				
Operation—State Vehicles	5,546	5,546				
Utilities	356	356				
Repairs	1,273	1,229	44			
Insurance	2,183	2,183				
General Operating Expense	1,738	1,234	504			
Other Supplies	2,766	2,211	555			
Pensions	663	663				
Land and Land Rights	5,000		5,000			
Equipment Purchases	8,175	8,175	—4,968		4,968	
Structures & Improvements	9,055		9,055			
Trans. to Gen.-Fund Sta-Cap	204		44		160	
TOTAL EXPENDITURES	147,098	120,910	10,755		15,433	

COMMITTEE ON SPRUCE-FIR SILVICULTURE

LLOYD C. IRLAND, FOREST INSECT MANAGER

Central Office: *Telephone:* 289-2791

Location: AMHI—Ray Building *Floor:* 3

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1976 *Authorizing Law expires Dec. 21, 1981*

Maine State Government Reference Manual Data:

Policy Area: 05; *Umbrella:* 92; *Unit:* 298; *Unit Citation:* 12 M.R.S.A., Sect. 1022

Average Count—All Positions: 1 *Permanent Legislative Count:* 1

PURPOSE: It is the Committee's purpose to approve rules issued by the Director, and the Bureau of Forestry, providing standards for silvicultural withdrawals. Furthermore it hears appeals of decisions of the Director or of the State Entomologist under these programs and advises and consults with the Director on Spruce-Fir Silviculture.

The director adopts, and may from time to time amend and repeal, subject to the approval of the Committee on Spruce Fir Silviculture, rules relating to the qualifications of parcels of forest land for silvicultural treatment designation and new market withdrawal. The purpose and scope of such rules is the reduction of the vulnerability and susceptibility of the Maine spruce fir forest to spruce budworm depredations, the reduction of the economic losses to the State of Maine from such depredations as do occur, and to assure future supplies of spruce and fir. Such rules establish standards for forest management, including, but not limited to, timber stand improvement and harvesting, in accordance with sound silviculture principles. Economic considerations as well as all other relevant considerations are taken into account in determining such rules. The director shall promulgate only those rules directly related to the foregoing purposes.

ORGANIZATION: The Committee elected a chairman at its first meeting in June 1976. An executive director was hired and assumed duties on July 6, 1976.

The Committee itself consists of 5 Maine citizens, at least 3 of whom are foresters who are knowledgeable as to commercial forest land management. They are appointed for terms of 2 years each by the Commissioner of Conservation with the advice and consent of the Governor. Each member is entitled to his actual expenses and $50 per diem to be drawn from the Budworm Suppression Fund. They are subject to removal for cause by the commissioner with the approval of the Governor.

PROGRAM: The Committee approved the final rules which were signed by the Director of the Bureau of Forestry, on July 30, 1976. In the spring of 1977, the Committee met to consider minor revisions to the rules and review progress. A mailing was made to all affected land owners advising them of the silvicultural withdrawal program. No new business was taken up in the FY 1978. By 1979, the Committee had approved withdrawals totalling roughly 1.4 million acres.

PUBLICATIONS:

Marketing Guide for Spruce-Fir and Spruce Budworm Damaged Timber. (Free)
Spruce Budworm Programs in Maine, 1976-1981. (Free)
Notes on the Economics of Spruce Budworm Control; UMO School of Forest Resources; Tech Note No. 67, 1977. (Free)
Spruce Budworm Policy 1978-1981. Transition Strategy Paper. Apr. 1978. (Free)
Spruce Budworm in Maine, 1910-76. Compiled by David Weed. MF9, 1977. (Free)
Spruce Budworm in Maine: 1977. Ent. Div. Technical Dept.-No. 3. March 1978. (Free)
Spruce Budworm in Maine: 1978. Ent. Div. Tech. Report #8. (Free)

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $200.00 in FY 79 and are, by administrative decision, included with those of Bureau of Forestry.

MAINE MARINE RESOURCES COMMISSION

CHAIRMAN—VACANT
WALTER A. ANDERSON, State Geologist

Central Office: *Telephone:* 289-2801
Location: AMHI—Ray Building
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 05; *Umbrella:* 94; *Unit:* 060A; *Unit Citation:* 1973 Leg. order, 654

PURPOSE: The Maine Marine Resources Commission was established to advise the Governor and the several departments, bureaus, and offices of the State as to problems associated with the marine resources of the State; study, evaluate, and make recommendations on the administration of the marine resources of the State; and participate on behalf of the State of Maine, on request of the Governor, in the conduct of negotiations leading to the determination of marine geographical boundaries of the State.

ORGANIZATION: The Maine Marine Resources Commission was created by SP654 of the 105th Maine State Legislature in June, 1973. The Commission is comprised of five members, three of whom are appointed by the Governor and two of whom are ex officio: the Commissioner of Marine Resources, and the State Geologist.

PROGRAM: The primary activity of the commission has been in the matter of the marine boundary determination between Maine and the provinces of New Brunswick and Nova Scotia. Such work has involved meetings and consultations with representatives of the office of Legal Adviser, Department of State, Washington, D.C., Office of the Attorney General of Maine, and contractual investigation and reports prepared by consultants expert in the matter of marine boundaries.

The Marine boundary in question involves the eventual determination of the international boundary in an area containing a tremendous potential for both biological and mineral resources. Negotiations during the year ending 30 June, 1977 were conducted between the United States and Canadian state department officials; most of this effort was expended in attempting to define mutually acceptable parameters for negotiations and little progress was made towards eventual boundary determination. During the late spring of 1977 there were indications that negotiations in connection with both east and west coast U.S.-Canadian marine boundaries would be assigned to a special two-member commission—one U.S. and one Canadian representative—with instructions to report by the end of 1977 on a solution to the boundary matter.

No progress has been officially reported as a result of the 1977 negotiations between Canada and the United States. Certain fishing boundaries between the two countries were set temporarily, however.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: This unit is not authorized to receive or expend funds.

BAXTER STATE PARK AUTHORITY

RICHARD S. COHEN, CHAIRMAN
A. LEE TIBBS, Director

Central Office: *Telephone:* 723-9616
Location: 64 Balsam Drive, Millinocket, Maine
Mail Address: 64 Balsam Drive, Millinocket, Maine 04462

Established: 1933 *Sunset Review Required by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 05; *Umbrella:* 94; *Unit:* 293; *Unit Citation:* 12 M.R.S.A., Sect. 901

Average Count—All Positions: 21 *Permanent Legislative Count:* 49

PURPOSE: The Baxter State Park Authority was established to operate and maintain Baxter State Park for the use and enjoyment of the people of Maine in accordance with the wishes of its donor, former Governor Percival P. Baxter, that this park "...*shall forever be retained and used for state forest, public park and public recreational purposes...shall forever be kept and remain in the natural wild state...shall forever be kept and remain as a sanctuary for beasts and birds.*"

The primary responsibilities of the authority are to operate and maintain various campgrounds and campsites within the 200,000 acre wilderness park; to protect the wildlife, fauna, and flora within the park for the enjoyment of present and future generations; to receive and expend moneys from trusts and other income for maintenance and operation of the park; to acquire additional land for the park as authorized by law; to establish rules and regulations as necessary for the protection and preservation of the park, monuments and structures thereon and for the protection and safety of the public; and to exercise police supervision over the park.

ORGANIZATION: Baxter State Park is the result of a dream of former Governor Percival P. Baxter who donated the first parcel of land in 1931 and over the years added various parcels until the final acquisition in 1962 brought the area to its present size of 200,000 acres. In addition to the various gifts of land, he also left two sizeable trust funds to carry out the operation and maintenance of the park without the need of State funding, the only exception being road maintenance by the Department of Transportation from funds collected through gasoline taxes.

While Baxter State Park bears the name "park", it is separately administered, free from any connection with the larger state park system (Bureau of Parks and Recreation or the Department of Conservation). The Baxter State Park Authority, a three-man authority consisting of the Attorney General, the Director of the Bureau of Forestry and the Commissioner of Inland Fisheries and Wildlife, has full power in the control and management of the park.

Operation of the park is financed in part from use fees, rents, etc. but the majority of the funds are obtained from trusts established by Governor Baxter, namely the original trust established in 1945 and the larger fund established through his will in 1969 administered by the Boston Safe Deposit and Trust Company. Park operations were financed through the State's General Fund until 1971 when it became self-sufficient as it was felt that the main purpose of Governor Baxter's bequests was to release the State from any obligation for Baxter Park operating costs.

PROGRAM: Baxter State Park, being a wilderness area, has many problems unique only to itself as far as other parks within Maine are concerned, such as types of campers and hikers, camping facilities, the type of area and the responsibility for lost persons. The park encompasses 200,000 acres with nine campgrounds, seven of which are drive-in and two are walk-in. These campgrounds, including group areas, have a daily capacity of 830 for the 1978 season with a potential seasonal capacity of 117,565 although actual use will average around 60% for the normal camping season which runs between May 15th and October 15th at most campgrounds.

The following statistics are on a Calendar Year basis in order to reflect a full season.

	1978	1977	1976	1975
USE—BY TYPES:				
Day Use	38,806	27,127	31,339	34,825
Transients	16,728	13,433	13,660	14,942
Campers	20,810	17,606	19,709	18,532
Lodge Guests	566	555	581	552
TOTALS	76,910	58,721	65,289	68,861
OTHER USE DATA:				
Camper Days	51,919	42,892	51,363	49,142
Average Stay (Days)	2.50	2.44	2.61	2.65
Number of Vehicles	24,955	19,444	20,784	23,538
Income per Camper	4.97	3.71	3.87	3.99
FINANCIAL:				
REVENUES:				
Use Fees (Net)	$103,417	$ 65,255	$ 76,222	$ 73,870
Entrance Fees	43,045	36,065	44,705	45,185
Trusts	319,058	397,365	613,019	438,280
Miscellaneous	15,370	16,711	11,432	12,642
TOTAL REVENUES	$480,890	$515,396	$745,378	$569,977

EXPENDITURES:				
Personal Services	$330,986	$342,929	$283,856	$272,164
All Other	171,659	109,652	122,489	126,975
Capital	31,189	36,897	203,130	114,365
TOTAL EXPENDITURES	$533,834	$520,478	$638,815	$545,664

LICENSES, PERMITS, ETC.:

Licenses:

The Baxter State Park Authority is authorized to issue fishing licenses on behalf of the Department of Inland Fish and Wildlife.

PUBLICATIONS:

Rules, Regulations, Map — No Charge
Baxter Park Trail Map — $2.00
Guide to Baxter Park and Katahdin — $8.40
Geology of Baxter State Park—$2.00
Guide to the Appalachian Trail in Maine—$8.40
Mountain Flowers of New England — $6.85
Topographic Maps — $1.31

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accorecorded in the files of the Bureau of the Budget's PLA-BAC system.

BAXTER STATE PARK AUTHORITY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	101,416		101,416			
Bal Brt Fwd— Encumbered	9,594		9,594			
Licenses/Permits/Fees/Tax	87		87			
Fees Charged For Services	177,218		177,218			
Receipts From Other Funds	199,267		199,267			
Adjustment of Balance Fwd	29		29			
TOTAL RESOURCES	487,611		487,611			
EXPENDITURES						
Salaries and Wages	327,956		327,956			
State Share of Retirement	37,293		37,293			
Other Fringe Benefits	650		650			
Prof Service, Not By State	17,151		17,151			
Other Prof. Serv., By State	5		5			
Travel Expenses, In-State	2,186		2,186			
Operation—State Vehicles	18,716		18,716			
Utilities	10,270		10,270			
Rents	2,409		2,409			
Repairs	6,646		6,646			
Insurance	23,356		23,356			
General Operating Expense	12,058		12,058			
Food	592		592			
Fuel	4,096		4,096			
Other Supplies	21,757		21,757			
Highway Materials	117		117			
Buildings & Improvements	710		710			
Equipment Purchases	19,476		19,476			
Structures & Improvements	593		593			
Transfer to General Fund	45,093		45,093			
Trans. to Gen.-Fund Sta-Cap	8,228		8,228			
TOTAL EXPENDITURES	559,358		559,358			

SACO RIVER CORRIDOR COMMISSION

CARL H. LAWS, EXECUTIVE DIRECTOR

Central Office: *Telephone:* 625-8123
Location: Main Street, Cornish, Maine
Mail Address: Box 283, Cornish, Maine 04020

Established: 1973 *Sunset Termination Scheduled to Start by:* June 30, 1984

Maine State Government Reference Manual Data:
Policy Area: 05; *Umbrella:* 94; *Unit:* 312; *Unit Citation:* 1973 P&SL, Chap. 150

Average Count—All Positions: 3 *Permanent Legislative Count:* 0

PURPOSE: The purpose of the Saco River Corridor Commission is best described by the Act which created both the Commission and the Saco River Corridor. "An Act to Establish the Saco River Corridor" states that "In view of the dangers of intensive and poorly planned development, it is the purpose of this Act to preserve existing water quality, prevent the diminution of water supplies, to control erosion, to protect fish and wildlife populations, to prevent undue extremes of flood and drought, to limit the loss of life and damage to property from periodic floods; to preserve the scenic, rural and unspoiled character of the lands adjacent to these rivers; to prevent obstructions to navigation; to prevent overcrowding; to avoid the mixture of incompatible uses; to protect those areas of exceptional scenic, historic, archaeological, scientific and educational importance; and to protect the public health, safety and general welfare by establishing the Saco River Corridor and by regulating the use of land and water within this area." The Corridor area, totalling approximately 300 miles of river front, includes the Saco River from Saco Bay to the New Hampshire border, the Ossipee River from its confluence with the Saco River to the New Hampshire border, and the Little Ossipee River from its confluence with the Saco River to the New Hampshire border at Balch Pond.

The Saco River Corridor Commission is, then, essentially a regionally administered regulatory agency responsible for enforcing the land use provisions of the Saco River Corridor Act. It is a function of this Commission to review applications for permits and variances filed under the provisions of this Act and to ensure the continuing land and water quality of the Saco River Corridor.

ORGANIZATION: The Saco River Corridor Commission is a single-unit agency consisting of one regular and one alternate member from each of the twenty municipalities in the three counties whose jurisdiction includes lands or bodies of water encompassed by the Saco River Corridor. These forty members are appointed for a staggered three year term to serve on the Commission by the various elected officials within the municipalities with lands in the Corridor. The Commission members are the decision making body of the organization, with a staff (presently consisting of an Executive Director, a CETA-sponsored Public Information Specialist, and a part-time secretary/bookkeeper) which provides support services to the Commission, to applicants, and to various municipal officials concerned with the Saco River Corridor Act, with the river, or with other state-related matters.

PROGRAM: In order to promote orderly growth within the Corridor, the "Saco River Corridor Act" established a permit procedure. The Commission staff provides assistance to permit applicants both in working out a reasonable and acceptable site plan and in completing the necessary application form. During FY 79, the Commission conducted 11 public hearings and considered 47 applications for permits or variances. The Commission also considered 16 amendments to permits previously granted. Among the items considered by the Commission this year was a petition for realignment of the district boundaries within the Corridor in the Town of Parsonsfield. The question raised considerable local interest, and, after public hearing and much deliberation, the Commissioners voted to redistrict the land in question as Limited Residential District.

Of continuing concern to the Commission is its ability to administer the Saco River Corridor Act efficiently and to maintain high standards in its public service efforts. The Commission staff continues to assist local citizens and municipal officials in matters relating to state laws and regulations. Because the Commission office is located in a rural community, and because the community and its neighbors are without professional town managers and other full time local government officials, the Commission staff is often sought by the citizens to provide advice concerning environmental issues and regulations.

As part of its efforts to increase public awareness of the Saco River Corridor Act, the Commission this year prepared and published an informational pamphlet. This pamphlet, which describes the Commission and the Saco River Corridor Act, has been mailed out to over 1700 individuals, including public officials, property owners, and recreational users of the river. Continuing its public information efforts, the Commission has begun publication of a quarterly newsletter. The first issue was mailed out in February to 188 paying subscribers, and an additional 113 copies were sent gratis to local planning board members and others whom it was felt would be interested in Commission issues and activities. The second issue of the newsletter is scheduled for publication in July.

The Commission, in conjunction with the Southern Maine Regional Planning Commission and regional planning commissions in New Hampshire, as well as other regional and state agencies, has received the go ahead from the U.S. Department of Agriculture to prepare a work program for a major river basin study. The study will include close examination of the domestic water needs of the York County coastal towns and the availability of the Saco River to meet those needs, as well as examination of the woods products industry and its future in the basin, and agricultural and water-based recreational problems.

In February the Commission, after public hearing and considerable debate, adopted a performance standard regulating multi-family residential dwellings in the Limited Residential District of the Corridor. The standard allows such development only under limited and clearly defined circumstances.

The Commission also drafted and submitted to the Legislature several amendments to clarify the Saco River Corridor Act. Included in the bill was an amendment changing the classification of the Act from a Private and Special Law to Public Law in order to make it accessible in its complete form to the public.

In summary, while the Commission's activities this year have been many and varied, its first responsibility continues to be the protection of the river for the people of the State of Maine through the regulatory program outlined by the statute. This program continues to be maintained in a manner in which the Corridor property owners and municipal officials take a leadership position in promoting sound land use practices.

LICENSES, PERMITS, ETC.:

Permits:
- Building—within the statutorily defined corridor
- Filling—within the statutorily defined corridor
- Excavating—within the statutorily defined corridor

PUBLICATIONS:

1. Copies of "An Act to Establish the Saco River Corridor" ($.25).
2. *The Saco River Corridor: The View From the Valley*—the original plan explaining the background and development of the Corridor concept and containing the proposal which resulted in the Saco River Corridor Act. Although this document is out of print, it can be reproduced upon request at a cost of $4.00.
3. *The Saco River: A Survey of Recreational Use, 1977* ($1.00)
4. Informational pamphlet (free)
5. Quarterly newsletter ($1.00 for 4 issues)

FINANCES, FISCAL YEAR 1979: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. The following display has been provided by the unit from its own accounting records.

SACO RIVER CORRIDOR COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	1,377					1,377
Licenses/Permits/Fees	488					488
Interest	708					708
Revenue from Federal Govt	15,206				15,206	
Revenue From Local Govts	21,200					21,200
Revenue—Private Sources	953					953
Receipts From Other Funds	1,099					1,099
Legislative Approp/Alloc	12,500	12,500				
TOTAL RESOURCES	53,531	12,500			15,206	25,825
EXPENDITURES						
Salaries and Wages	34,882	12,500			15,398	
Prof. Services Not By State	3,500					3,500
Travel Expenses	1,667					1,667
Utilities	235					235
Rents	2,100					2,100
General Operating Expense	6,983					6,983
Other Supplies	889					889
Unemployment Comp.	210					210
Equipment Purchases	336					336
TOTAL EXPENDITURES	50,802	12,500				22,904
Unexpended Balance	2,729	0			(192)	3,082

ATLANTIC STATES MARINE FISHERIES COMMISSION

IRWIN M. ALPERIN, EXECUTIVE DIRECTOR
SPENCER APOLLONIO, Comm. of Marine Resources

Telephone: 202 387-5331
Central Office: 1717 Massachusetts Avenue, N.W., Suite 703, Washington, D.C. 20036
Maine Location: Baker Bldg., 98 Winthrop Street, Hallowell
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1942 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 05; *Umbrella:* 98; *Unit:* 290; *Unit Citation:* 12 M.R.S.A., Sect. 4603

Average Count—All Positions: 5 *Permanent Legislative Count:* 0

Organizational Units:
All of the 15 Atlantic Coast States.

PURPOSE: The Commission's main focus is to provide for better utilization of the fisheries—marine, shell, and anadromous, through an inter-state compact of the 15 Atlantic coastal states.

Although the states determine all policy in their respective jurisdictions, the Commission provides a forum for discussion and resolution of common problems and assists the states in developing joint programs. In addition, the Commission participates in the State-Federal Fisheries Management Program, whose goal is uniform management and protection of the Nation's fisheries resources and viable commercial and recreational fishing industries.

ORGANIZATION: The Atlantic States Marine Fisheries Commission (ASMFC) was established by a compact entered into by the various Atlantic Coastal States beginning in 1941.

The Congressional Consent Act was signed by the President on May 5, 1942, and the Commission met and organized in New York on June 5, 1942.

The participating States are Maine, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania, Delaware, Maryland, Virginia, North Carolina, South Carolina, Georgia, and Florida. Each is represented by a member of the administrative agency in charge of marine fisheries, a Legislative member appointed by its Committee or Commission on Interstate Cooperation, and a person appointed by the Governor. Maine's three Commission members are the Commissioner of the Department of Marine Resources, a member from the Legislature, and a member from industry. The Commission is supported by appropriations from the member States based on the value of their respective catches.

ASMFC operates through sections comprised of groups of states. The North Atlantic, Middle Atlantic, Chesapeake Bay, and South Atlantic Sections deal with matters affecting their respective areas, and the annual meeting addresses matters affecting the entire Commission. The National Marine Fisheries Service (NMFS) of the Department of Commerce is designated as the primary research agency of the Commission, cooperating with the research agencies of each state for that purpose.

PROGRAM: The Commission reinforced and promoted its programs especially in the State-Federal area, both under contract with NMFS and in other interfacing agencies. A most significant development was the implementation of the Northern Shrimp Section, comprised of the nine Commissioners from Maine, New Hampshire, and Massachusetts; and established under the provisions of Amendment 1 for the purpose of promulgating rules and regulations for the management and conservation of the shrimp resources of the Gulf of Maine. This unprecedented, cooperative action represents an important conservation measure. Establishment or optimum mesh-size regulations and a closed season have been undertaken, and ASMFC maintains regulatory authority through this Section.

The new 200-mile law, P.L. 94-265, gives the Executive Director a major role in three of the newly created Fisheries Management Councils. He has a non-voting membership on the New England, Mid-Atlantic and South Atlantic Regional Councils.

Through a contract with NMFS and by other means, ASMFC remains deeply committed in the State-Federal Fisheries Management Program. Funds from NMFS are used to reimburse travel expenses of state biologists, managers, and administrators who participate in the various committees that have been established to develop regional management programs for certain Atlantic Coast species. To keep abreast of the major activities, ASMFC maintains close liaison with the Federal office of State-Federal Relationships in Washington, D.C., and with the satellite offices in the Northeast and Southeast Regional Headquarters of NMFS.

PUBLICATIONS: Leaflet Series entitled "Marine Resources of the Atlantic Coast" for information and cost per leaflet write: Atantic States Marine Fisheries Commission, 1717 Massachusetts Avenue, N.W., Washington, D.C. 20036.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ATLANTIC STATES MARINE FISHERIES COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Legislative Approp/Allos	10,200	10,200				
TOTAL RESOURCES	10,200	10,200				
EXPENDITURES						
Travel Expenses, Out State	381	381				
General Operating Expense	43	43				
Grants to Pub. & Priv. Orgs.	9,600	9,600				
TOTAL EXPENDITURES	10,024	10,024				

NORTHEASTERN INTERSTATE FOREST FIRE PROTECTION COMMISSION

HENRY J. ORION, CHAIRMAN
A. TEMPLE BOWEN, JR., ACTING CHAIRMAN, MAINE COMMISSIONERS

Central Office: *Telephone:* 289-2791
Location: AMHI—Ray Building
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1949 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 05; *Umbrella:* 98; *Unit:* 327; *Unit Citation:* 1949 P&SL, Chap. 75

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Northeastern Interstate Forest Fire Protection Commission was established to promote effective prevention and control of forest fires in the Northeastern Region of the United States and adjacent areas in Canada. The primary functions of the Commission are to provide mutual aid; to coordinate forest fire protection plans; to consult and advise on prevention and control of forest fires; to provide centralized training in uniform forest fire protection methods; and to request research assistance from the U.S. Forest Service.

ORGANIZATION: The Northeastern Interstate Forest Fire Protection Commission was established under the Northeastern Interstate Forest Fire Protection Compact of which the State of Maine became a contracting state in 1949. Maine . representation on the Commission consists of three members, including, ex officio, the Director of the Bureau of Forestry or his designee and a legislator appointed by the Maine Commission on Interstate Cooperation: the third member is a citizen appointed by the Governor, for a term of three years.

PROGRAM: Activities of the Northeastern Interstate Forest Fire Protection Commission during FY 79 included the annual Commission meeting at Burlington, Vermont, and the annual training session was at Concord, New Hampshire. The theme of this session was "Fire as a Management Tool."

A training session was conducted at Lebanon, N.H. by the Equipment Committee on the subject of "Hands-on" training. Fire Control personnel attended both sessions and served as instructors at both training sessions.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit are, by administrative decision, included with those of the Bureau of Forestry.

NEW ENGLAND INTERSTATE WATER POLLUTION CONTROL COMMISSION

HENRY E. WARREN is a member of NEIWPCC from Maine

Central Office: 607 Boylston Street, Boston, Mass. 02116 *Telephone:* (617) 261-3758
Location: AMHI—Ray Building, Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1947 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 05; *Umbrella:* 98; *Unit:* 428; *Unit Citation:* 38 M.R.S.A., Sect. 532

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The New England Interstate Water Pollution Control Commission has three broad functions: (1) the coordination of interstate water pollution control efforts of the New England States and that part of New York affecting New England waters; (2) the education and training of personnel for careers in water pollution control, and (3) public information.

ORGANIZATION: The 80th U.S. Congress, in 1947, passed legislation allowing for the formation of interstate water pollution control agencies. The New England States responded at once. In that same year, Connecticut, Rhode Island, and Massachusetts formed the New England Interstate Water Pollution Control Commission. Shortly after, Vermont, Maine, New Hampshire and New York (because of interstate waterways connecting it with the New England States) joined by signing the Commission's new Compact Agreement.

PROGRAM: Maine benefits more than any other member State from one of the key functions of the NEIWPCC, the training of wastewater treatment plant operators. The Commission's New England Regional Wastewater Institute, founded in 1969, is housed on the campus of Southern Maine Vocational Technical Institute in South Portland. Thus, the school benefits Maine's economy by its presence, insures a skilled workforce for the numerous municipal and industrial wastewater treatment plants now operating in this state, and lists more Maine residents among its graduates than residents from any other state.

The Commission's primary task is to coordinate the activities of its member states in their fight against water pollution. It encourages personal communication and information exchange through quarterly meetings, and its professional staff provides a variety of services to member states.

PUBLICATIONS:
"Aqua News"—a quarterly newsletter providing information on Commission projects and members, and on current events in local and national water pollution control efforts.
The Annual Report of the NEIWPCC
Three Brochures:
  "In Search of Clean Water"—facts and figures on water and water pollution in layman's language.
  "Stand Up for Clean Water"—a look at cleanup efforts on our regional waterways.
  "Careers in Water Pollution Control"—discussion of careers in water cleanup.
Technical reports on various research and demonstration projects of the NEIWPCC Audio-visual educational materials.

FINANCES, FISCAL YEAR 1979: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit. Dues paid through the DEP to the New England Interstate Water Pollution Control Commission were $3,605.

STATE
POLICY
AREA
06

Public Protection

Department of Defense and Veterans Services
Department of Public Safety

Other Independent Agencies, Boards, Commissions

DIRIGO
MAINE

DEPARTMENT OF DEFENSE AND VETERANS SERVICES

MAJOR GENERAL PAUL R. DAY, COMMISSIONER

Central Office: *Telephone:* 622-9331
Location: Camp Keyes, Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 06; *Umbrella:* 15; *Unit:* 210; *Unit Citation:* 37A M.R.S.A. Sect. 1

Average Count-All Positions: 131 State, 553 Federal
Permanent Legislative Count: 136 State, 618 Federal

Organizational Units:
Military Bureau
Bureau of Civil Emergency Preparedness
Bureau of Veterans Services
Civil Emergency Preparedness Council
Maine Veterans Memorial Cemetery
Interstate Civil Defense and Disaster Compact

PURPOSE: The Department of Defense and Veterans Services was established to coordinate and improve the discharge of the State Government's responsibility relating to military, veterans and civil emergency preparedness through the authorization, planning, provision of resources, administration, operation and audit of activities in these areas.

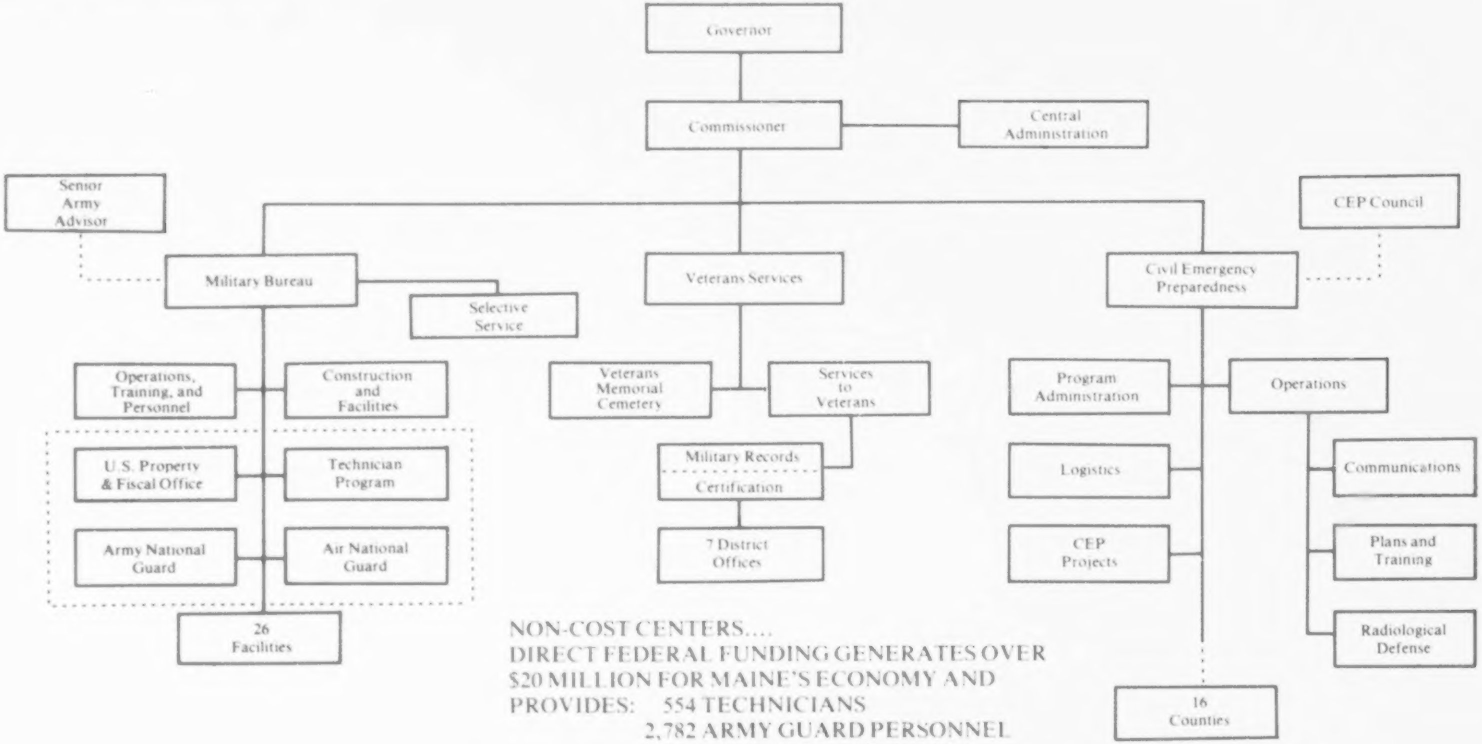
ORGANIZATION: The Department of Defense and Veterans Services was created by State Government reorganization legislation of 1972 under the original name of Department of Military, Civil Defense and Veterans Services. In this legislation, the administrative offices of the Adjutant General became the Military Bureau; the former Civil Defense and Public Safety Agency became the Bureau of Civil Defense; and the former Department of Veterans Services became the Bureau of Veterans Services; with the Adjutant General designated as both Commissioner of the new department and Director of the Military Bureau. Effective in June, 1974, the 106th Legislature, on the recommendation of the Maine Management and Cost Survey, revised the law to direct the appointment of the Deputy Adjutant General as Director of the Military Bureau, thus freeing the Adjutant General to function solely as Commissioner of the Department. This revision also renamed the Bureau of Civil Defense as the Bureau of Civil Emergency Preparedness and assigned the Department its present name. On October 1, 1975, the Department was redesignated Department of Defense and Veterans Services.

PROGRAM: The programs of the Department of Defense and Veterans Services are outlined in the reports of its operating units.

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

ORGANIZATION CHART
MAINE DEPARTMENT OF DEFENSE AND VETERANS SERVICES


Governor
Commissioner
Central Administration
Senior Army Advisor
Military Bureau
Selective Service
Veterans Services
Civil Emergency Preparedness
CEP Council
Operations, Training, and Personnel
Construction and Facilities
U.S. Property & Fiscal Office
Technician Program
Army National Guard
Air National Guard
26 Facilities
Veterans Memorial Cemetery
Services to Veterans
Military Records
Certification
7 District Offices
Program Administration
Operations
Logistics
CEP Projects
Communications
Plans and Training
Radiological Defense
16 Counties

NON-COST CENTERS....
DIRECT FEDERAL FUNDING GENERATES OVER
$20 MILLION FOR MAINE'S ECONOMY AND
PROVIDES: 554 TECHNICIANS
2,782 ARMY GUARD PERSONNEL
1,304 AIR GUARD PERSONNEL
OR: 4,640 POTENTIAL INTERMITTENT
STATE EMPLOYEES

CONSOLIDATED FINANCIAL CHART FOR FY 79
DEPARTMENT OF DEFENSE AND VETERANS SERVICES

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	252,550	26,594	241,867		—22,858	6,947
Bal Brt Fwd— Encumbered	105,115	82,257			22,858	
Revenue From Federal Govt	946,495				946,495	
Legislative Approp/Alloc	2,553,173	2,553,173				
Transfers Contingent Acct	1,656	1,656				
Adjustment of Balance Fwd	—680	—522	—241,866		241,708	
Transfers—Non-Federal $	228,950	228,950				
TOTAL RESOURCES	4,087,259	2,892,108	1		1,188,203	6,947
EXPENDITURES						
Salaries and Wages	1,412,802	1,291,817			120,985	
State Share of Retirement	162,564	148,428			14,136	
Prof Service, Not By State	64,120	59,922			4,198	
Other Prof. Serv., By State	20	20				
Travel Expenses, In-State	16,043	14,679			1,364	
Travel Expense, Out-State	3,524	1,246			2,278	
Operation—State Vehicles	37,511	34,968			2,543	
Utilities	226,686	213,092	—473		14,067	
Rents	8,432	8,265			167	
Repairs	121,241	114,695			6,546	
Insurance	48,937	47,530			1,407	
General Operating Expense	35,618	18,978			16,640	
Food	558	220			338	
Fuel	322,385	322,120			265	
Other Supplies	33,652	27,545			6,107	
Grants to Local Govts	764,524				764,524	
Public Assistance Grants	313,822	313,822				
Misc. Grants to Individual	78,777	78,777				
Pensions	46,232	23,723			22,509	
Buildings & Improvements	55,493	55,493				
Equipment Purchases	29,120	26,286			2,834	
Trans. to Gen. Fund Sta Cap	27,629		473		27,156	
TOTAL EXPENDITURES	3,809,690	2,801,626			1,008,064	

DEPARTMENT OF DEFENSE AND VETERANS SERVICES (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	33,541	26,594				6,947
Bal Brt Fwd— Encumbered	70,791	70,791				
Legislative Approp/Alloc	113,544	113,544				
Transfers—Non-Federal $	144,646	144,646				
TOTAL RESOURCES	362,522	355,575				6,947
EXPENDITURES						
Salaries and Wages	95,338	95,338				
State Share of Retirement	11,195	11,195				
Travel Expenses, In-State	289	289				
Repairs	110,953	110,953				
Insurance	2,907	2,907				
General Operating Expense	79	79				
Other Supplies	183	183				
Buildings & Improvements	55,493	55,493				
Equipment Purchases	667	667				
TOTAL EXPENDITURES	277,104	277,104				

MILITARY BUREAU

BRIGADIER GENERAL CHARLES S. REED, JR., DIRECTOR

Central Office: *Telephone:* 622-9331
Location: Camp Keyes, Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 06; *Umbrella:* 15; *Unit:* 213; *Unit Citation:* 37A M.R.S.A., Sect. 1

Average Count-All Positions: 87 State, 554 Federal
Permanent Legislative Count: 87 State, 618 Federal

Organizational Units:
Maine Army National Guard
Maine Air National Guard

PURPOSE: The Military Bureau was established to provide for the protection of life and property and the preservation of peace, order and public safety. In fulfilling this mission, the Bureau is empowered to provide the Army and Air National Guard with units organized, equipped and trained to function efficiently at existing strength; and to muster, on order of the Governor, any or all of these units in the State of Maine to perform disaster relief, control of civil disturbance or provide other support to civil authority as required. The Bureau will also respond to a civil emergency involving nuclear attack, and report for federal service on call of the President of the United States in the event of war or other national emergency. Should the National Guard be federalized and moved out of the State, other forces may be organized under the law (M.R.S.A., Title 37-A, Chapter 15), to be known as the Maine State Guard.

ORGANIZATION: The Military Bureau was created in July, 1972, under State Government reorganization legislation, to encompass what previously had been the Office of the Adjutant General, established in 1921 by the Maine Constitution. In the reorganization, the Governor, as Commander in Chief of the Maine militia, appointed the Adjutant General as administrative head of the Department of Military, Civil Defense and Veterans Services and as Director of the Military Bureau. The law was revised by the 106th Legislature, on the recommendation of the Maine Management and Cost Survey, to direct the appointment of the Deputy Adjutant General as Director of the Bureau , thus freeing the Adjutant General to function solely as Commissioner to the Department.

The current organizational structure of the Maine Army and Air National Guard administered by the Bureau is as follows:

The Maine Army National Guard consists of State Headquarters, one engineer group headquarters, two engineer battalions — one combat and one combat heavy, an artillery battalion, a supply and service battalion, and a command and control headquarters. The latter two units administer the band, an ambulance company, a transportation truck unit, a heavy equipment maintenance company, a medical company, air ambulance, equipped with helicopters, and a public information detachment.

The Maine Air National Guard consists of State Headquarters, an Air Refueling Wing Headquarters, an Air Refueling Group Headquarters, an Air Refueling Squadron, a Combat Support Group, a Consolidated Aircraft Maintenance Squadron, A Civil Engineering Flight, a USAF Clinic, a Mobility Flight, a Communications Flight/Support, an Electronic Installation Squadron, and a Combat Communications Squadron.

PROGRAM: During FY 79, the Maine National Guard maintained its strength of 96% of authorized. This is an improvement of 7% over the previous year.

Relatively good weather conditions during the winter and spring resulted in only minor flooding and very limited National Guard calls to State service for flood protection and evacuation. Routine training, administrative, and logistical operations were conducted during the year. A highlight of the year was the naming of the Maine Army National Guard by the National Guard Bureau in Washington as the number 1 unit of 53 similar organizations in the country.

The Federal government again supplied the lion's share of the funds (93%) required by the National Guard, with the remainder coming from the State. Over 20 million Federal dollars came into Maine for this purpose.

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MILITARY BUREAU	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	9,586	9,586				
Legislative Approp/Alloc	1,521,808	1,521,808				
Adjustment of Balance Fwd	−522	−522				
Transfers—Non-Federal $	87,368	87,368				
TOTAL RESOURCES	1,618,240	1,618,240				
EXPENDITURES						
Salaries and Wages	833,798	833,798				
State Share of Retirement	94,967	94,967				
Prof Service, Not By State	53,478	53,478				
Travel Expenses, In-State	2,697	2,697				
Travel Expense, Out-State	680	680				
Operation—State Vehicles	25,375	25,375				
Utilities	177,971	177,971				
Repairs	2,413	2,413				
Insurance	30,910	30,910				
General Operating Expense	8,461	8,461				
Fuel	321,143	321,143				
Other Supplies	20,988	20,988				
Pensions	14,335	14,335				
Equipment Purchases	22,387	22,387				
TOTAL EXPENDITURES	1,609,603	1,609,603				

BUREAU OF CIVIL EMERGENCY PREPAREDNESS

LESLIE B. HIGGINS, ACTING DIRECTOR

Telephone: 622-6201

Central Office: *Incoming WATS:* Emergency only 800-452-8735

Location: State Office Bldg., Augusta

Mail Address: Statehouse, Augusta, Maine 04333

Established: 1949 *Sunset Review Required by:* June 30, 1980

Maine State Government Reference Manual Data:

Policy Area: 06; *Umbrella:* 15; *Unit:* 214; *Unit Citation:* 37A M.R.S.A. Sect. 54

Average Count-All Positions: 18 *Permanent Legislative Count:* 14

Organizational Units:

Administrative Section
Operations Section
Logistics Section
Public Information
Disaster Assistance
Interstate Civil Defense & Disaster Compact

PURPOSE: The Bureau of Civil Emergency Preparedness was established to assist and protect the civilian population against nuclear, man-made or natural disaster. It acts on behalf of the

Governor to ensure that all necessary measures are taken to minimize loss of life and destruction or damage to property. The Bureau, through its organization at state, county, and local government levels, serves primarily as a coordinating agency by furnishing emergency operating centers and a multi-faceted communications system whereby all governmental agency representatives as well as volunteer agencies can collectively work to mitigate the effects of a disaster.

The Bureau also serves as the Governor's liaison with federal agencies, namely; the Defense Civil Preparedness Agency (DCPA) which provides 50% funding for personnel, hardware and maintenance of the facilities necessary for the civil emergency preparedness mechanism to function throughout the State. Other Federal agencies are the Federal Disaster Assistance Administration (FDAA) whose mission is to furnish federal assistance when a given area has been declared a major disaster area and federal funds are channeled into the State; and the Federal Preparedness Agency (FPA) which has the responsibility for control of critical inventories and for relocating and/or reconstituting federal level agencies to assist state government in times of major disaster.

At the federal level the various emergency agencies that are involved in preparation, protection and mitigation of any type of disaster have now been combined into one agency known as the Federal Emergency Management Agency (FEMA). This brings sixteen various disaster agencies under one central control. The major agencies involved are DCPA, FDAA and FPA as referenced above.

The Bureau also serves as the requisitioning agency and the conduit through which excess equipment and materials are obtained and allocated to political subdivisions and other state agencies for use in their supporting roles during emergencies or disasters. The Bureau is empowered to make, amend or rescind, after public hearing, reasonable rules and regulations necessary to carry out the Maine Civil Defense Act. The Director of the Bureau acts as the State Coordinating Officer (SCO) subsequent to a major disaster declaration and also represents the State in the implementation of the Interstate Civil Defense Disaster Compact.

ORGANIZATION: The Bureau of Civil Emergency Preparedness was originally established under the Maine Civil Defense and Public Safety Act of 1949 authorizing the Governor to establish, within the Executive Department, a Civil Defense and Public Safety Agency. The 1972 amendment, retitled the Maine Civil Defense Act, caused the bureau to be redesignated as the Bureau of Civil Defense within the Department of Military. In 1974 the Department of Military was redesignated to the Department of Military, Civil Emergency Preparedness and Veterans Services. At that time the Bureau was renamed the Bureau of Civil Emergency Preparedness. The Department has since been renamed Defense and Veterans Services. The Bureau is internally organized into several divisions based on functional responsibilities.

The Civil Defense Council, created in 1973 and renamed the Civil Emergency Preparedness Council in 1974, acts as an advisor to the Governor and Bureau Director. This is a five-member council, plus the Adjutant General as an ex officio member, appointed by and serving at the pleasure of the Governor.

The primary responsibilities of the Bureau are to cope with emergencies resulting from nuclear warfare, natural or man-made disasters. The Bureau's ability to function effectively is dependent, to a great extent, upon the county and local organizations throughout the state which are comprised of both paid and volunteer personnel. Other relief organizations and state agencies are called upon as required.

The Interstate Civil Defense and Disaster Compact was enacted in 1972 and provides for and facilitates the use of mutual aid between states to cope with a disaster regardless of cause.

PROGRAM: The Bureau was allocated a total of $136,373 in state funds during the fiscal year. This finances a total of 15 positions. Breakdown of this allocation was as follows: Personal Services $89,108; All Other $42,175 and Capital $5,090.

The Federal Defense Civil Preparedness Agency allocated to the entire State of Maine $444,356 for Personnel and Administrative Services (P&A). Of this amount $314,927 was for County and Local operations with the balance for the State Headquarters. There are 16 county headquarters and 90 locals actively participating in the P&A Program. Funding for all entities concerned is on a matching funds basis of 50% federal funds and 50% local funds.

Equipment such as radios, warning equipment and furniture can also be purchased for C.E.P. purposes on a matching funds basis. Maintenance of the communications and warning systems is also included.

Direction and Control. Direction and Control is maintained through the State of Maine Emergency Operating Center to the 16 County Centers and from them to their locals within their County boundaries. These emergency operating centers are to furnish key state or local government officials with secure facilities, adequate control and communications capabilities for coordination of emergency governmental actions.

Emergency Communications. Emergency communications links the State Emergency Operating Center to 16 Counties and 4 Local Emergency Operating Centers. Most counties have an independent network for communications to their locals. Through the use of all networks we are capable of transmitting emergency data for coping with disasters of any type.

National Warning System (NAWAS). This valuable network of 42 warning points was maintained. It is used for emergency data dissemination to all the counties in Maine. Types of emergency data disseminated this year were:

- Downed or lost aircraft
- Severe thunderstorm information/warnings
- Special Winter Storm information/warnings
- Skylab—descent data

In addition to the foregoing, continual tests and exercises were conducted of the warning system to verify its primary nuclear attack warning function.

Plans and Training. Within the CEP community, State, County and Local governments are required to develop and maintain a current emergency operations plan (EOP) for response to major emergencies or disasters. All these emergency operations plans must be reviewed by the Plans & Training Section to ensure that federal guidelines have been incorporated at the county and local level. EOPS must be updated every four years in accordance with federal requirements; the Emergency Communications Development Plan (ECDP) and Warning Plans must be reviewed and updated every two years. Currently this section is administering three-hundred-and-fifty-six (356) EOPS. During FY79 fifty-seven (57) EOPS were initiated or revised. Preliminary work was started to revise the State EOP.

Training. The primary purpose of the Plans and Training Section is to provide procedural expertise to County and Local Community Officials in contingency planning and personnel training designed to increase the professionalism of county and local officials in coping with emergencies resulting from nuclear attack, man-made, or natural disasters. During FY79, these state training programs provided instruction in emergency management related subjects to over two-hundred (200) local and county officials in formal training sessions. In addition, eighty students were enrolled in home study courses for CEP Directors or staff members. The section also administers the distribution of films from the MECEP film library to schools, private organizations, and volunteer service activities.

Radiological Defense. The importance of Radiological Preparedness in peacetime as well as war, was placed in clearer perspective by this years events. The Radiological Maintenance and Calibration Section, a 100% Federally funded contract, serviced and calibrated approximately 900 kits of radiological instruments this year. This is approximately half of the MECEP radiological equipment in Maine. Training of citizen Radiological Monitors continues. Emergency personnel such as police, fire and rescue are seeking radiological training with great vigor since the nuclear incident in Pennsylvania. MECEP and County CEP personnel are providing this training to the fullest extent possible within our means.

Knowledge of radiological factors by citizens and emergency personnel will prove of paramount value in the event of a peacetime nuclear incident or a war related nuclear attack.

The radiological Defense Officer, in concert with other MECEP personnel, is reviewing and updating the State Emergency Plans as related to the Maine Yankee Atomic Plant and other locations that may present a radiation emergency hazard.

The responsibility for Peacetime Radiological Contingency Planning was transferred from the Department of Public Safety to this bureau by the 109th Legislature.

Natural Disaster Plan. The Natural Disaster Plan, the Maine Resource File, and the roster of the State Agency Disaster Liaison Team have been updated, and work has continued on the improvement and implementation of internal agency disaster preparedness and response plans. The Department of Environmental Protection has completed an Oil Spill Plan and the Bureau of Forestry has published a State-wide Forest Fire Plan.

An improvement grant for continuing the Natural Disaster Planning project has been approved by the Federal Disaster Assistance Administration (FDAA). This extension will provide for program management through May 31, 1980. Work has progressed toward completing the major goals of this continuing project. Seminars have been held in seven of the States larger communities to thoroughly brief them on all aspects of disaster preparedness and response.

The Natural Disaster Coordinator served on a New England Municipal Center task force that assessed the status of emergency preparation at the local level and unique needs of New England municipal governments in formulating Comprehensive Emergency Management Systems, and produced a report that made specific project recommendations and proposed follow-up programs to assist New England municipal governments to prepare for local emergency situations.

Hazardous Materials: MECEP has pursued HAZ-MAT safety for Maine citizens with all available means.

MECEP as Chairman of the Hazardous Materials Advisory Board submitted several items to the Governors Office for Legislative action. Each of these items were to enhance HAZ-MAT safety in Maine.

Training, of police, fire and rescue personnel around the state in Hazardous Materials Response, was continued by MECEP and County CEP groups. This training was presented at the State Police Academy this year.

MECEP continues to coordinate and act as a clearing house for HAZ-MAT data on situations in Maine.

Disaster Assistance. A Presidential Disaster Declaration of February 17, 1978 involved Cumberland, Lincoln, Washington and York Counties. Total estimated public damages approved by the Federal Disaster Assistance Administration (FDAA) amounted to $1,943,026, to date, $1,439,174 has been reimbursed to the towns as advance or final payments.

Nuclear Civil Protection. Survival of the greatest number of people in the event of nuclear attack is the goal of "Nuclear Civil Protection (NCP) Planning". This Defense Civil Preparedness Agency (DCPA) Program is directed toward providing decision-making officials and the President with two basic protective options for the American public:

1. In-Place Shelter—protecting people essentially in-place, at or near their place of residence.

   And/or

2. Crisis Relocation—The orderly relocation of people, in time of international crisis, from areas of potentially high risk from the direct effects of nuclear weapons to low risk host areas including their reception, care and protection in the host area.

MECEP through a contract with DCPA has two planners working full time on the Nuclear Civil Protection Program in Maine with the assistance of State and County Civil Emergency Preparedness Staff. DCPA has identified 7 areas in Maine that may be potential targets for an agressor in a Nuclear Attack. These potential target areas are classified into 3 priority categories:

Category I — Locations of strategic offensive military forces:
Limestone, Aroostook County
Kittery, York County
Category II — Locations of high value military installations:
Cutler, Washington County
Brunswick, Cumberland County
Bath, Sagadahoc County
Category III — Locations of urban/industrial complexes:
Portland, Cumberland County
Bangor, Penobscot County
Lewiston-Auburn, Androscoggin County

In-Place Shelter Planning. MECEP NCP Planners and Maine's State and County CEP staffs are developing new shelter operations plans and emergency public information to provide direction and information: "Where to go" and "What to do". Planning for this option is based on limited warning of a nuclear attack and is designed to cover any of the 3 categories of threat:

Direct Weapons Effects in Risk Areas—Blast, Heat, Direct Radiation
Direct Weapons Effects in Fringe Areas Adjacent to Risk Areas—Fire, Moderate Direct Radiation, Light Blast.
In-Direct Weapons Effects in Non-target Low Risk Areas—Radioactive Fallout.

Specific actions are recommended based on threat, prior to, during and after a nuclear attack. Emphasis is on best available shelter at or near one's location upon receiving warning. Priority is on upgraded home basement 1st and public shelter 2nd with the type of shelter depending on location and threat, such as upgraded home basement for blast effects or public shelter with blast protection in the risk areas or upgraded home basement for fallout effects or public shelter with fallout protection in the non-target low risk areas. Currently MECEP has completed In-place Shelter Planning for Washington County and is currently developing In-place Shelter Plans for Cumberland, Sagadahoc, Lincoln, Knox, and Aroostook Counties.

Crisis Relocation Planning. Crisis Relocation Planning (CRP) is a national effort to develop plans (and related systems and capabilities) to relocate people from potential crisis areas, during a crisis that could escalate to a nuclear attack. Nationally and in Maine more than 50% of the population lives in less than 5% of the land which is at risk. This NCP effort is designed to evacuate people from Maine's 7 Risk Areas away from the direct nuclear weapons effects to areas at lower risk. In these low-risk host areas evacuees would be provided fallout shelter in existing and upgraded shelter to protect them from possible radioactive fallout.

Currently MECEP has completed Crisis Relocation Planning for Cutler in Washington County and is currently developing Crisis Relocation Plans for the Brunswick and Limestone risk areas.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF CIVIL EMERGENCY PREPAREDNESS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd — Unencumbered	219,009		241,867		-22,858	
Bal Brt Fwd — Encumbered	22,858				22,858	
Revenue From Federal Govt	946,495				946,495	
Legislative Approp/Allos	136,373	136,373				
Adjustment of Balance Fwd	-158		241,866		241,708	
Transfers — Non Federal $	-8,000	-8,000				
TOTAL RESOURCES	1,316,577	128,373	1		1,188,203	
EXPENDITURES						
Salaries and Wages	195,970	74,985			120,985	
State Share of Retirement	22,897	8,761			14,136	
Prof Service, Not By State	5,063	865			4,198	
Travel Expenses, In-State	1,837	473			1,364	
Travel Expense, Out-State	2,493	215			2,278	
Operation — State Vehicles	3,907	1,364			2,543	
Utilities	35,772	22,178	-473		14,067	
Rents	1,067	900			167	
Repairs	6,795	249			6,546	
Insurance	6,124	4,717			1,407	
General Operating Expense	17,889	1,249			16,640	
Food	558	220			338	
Fuel	265				265	
Other Supplies	6,841	734			6,107	
Grants to Local Govts	764,524				764,524	
Pensions	31,465	8,956			22,509	
Equipment Purchases	2,834				2,834	
Trans. to Gen. Fund Sta Cap	27,629		473		27,156	
TOTAL EXPENDITURES	1,133,930	125,866			1,008,064	

BUREAU OF VETERAN'S SERVICES

ROBERT R. WASHBURN, DIRECTOR

Central Office: *Telephone:* 289-3441
Location: Camp Keyes, Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1947 *Sunset Review Required by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 06; *Umbrella:* 15; *Unit:* 215; *Unit Citation:* 37A M.S.R.A. Sect 11

Average Count—All Positions: 26 *Permanent Legislative Count:* 26

Organizational Units:
Field Offices (7) Maine Veterans Memorial Cemetery

PURPOSE: The Bureau of Veteran's Services was established to provide services to Maine war veterans and their dependents who seek assistance through various benefit programs providing housing, medical and hospital care, educational aid, financial aid and compensation or pension based on disabilities and survivors benefits.

The Bureau, through its chain of field offices, assists veterans and their dependents in claiming and obtaining the various State and federal benefits to which they are entitled in connection with service in the armed forces of the United States. The Bureau also administers a program of emergency financial aid to needy dependents of incapacitated or deceased veterans; awards educational benefits to children or spouses of persons who died or became totally disabled because of service in the armed forces; issues certificates of eligibility to war veterans seeking state guarantees of small business loans; keeps records of service of all Maine veterans; and provides burial and perpetual grave care at the Maine Veterans Memorial Cemetery for war veterans and members of their immediate family.

ORGANIZATION: The Bureau of Veteran's Services was created by Council Order in 1945 as the Division of Veterans Affairs. The agency received authorization in 1947 and was established with a central office and seven field offices. In 1950, a claims office was established at the Veterans Administration Center at Togus. The Division was renamed the Department of Veterans Services in 1963, and in the spring of 1970, the Maine Veterans Memorial Cemetery became operational. Under State Government reorganization legislation of 1972, the agency received its present name and was placed within the new Department of Military, Civil Defense and Veterans Services which, in 1974, was redesignated the Department of Defense and Veterans Services.

The Maine Veterans Small Business Loan Authority Board, established in 1973, is associated with the Bureau primarily through the Director of Veterans Services, who serves as a member of the Board and appoints its manager with approval of the Board.

PROGRAM: Veterans services encompass all of the administrative functions and financial aid programs of the Bureau of Veteran's Services.

Claims Service. During the fiscal year, 1,148 claims for compensation and pension were filed on behalf of Maine veterans or their survivors. These claims were originated by veterans counselors assigned to the Bureau's seven field offices and channeled to the Bureau claims office at the Veterans Administration Center at Togus. The claims specialist there, who serves as the claimant's advocate, filed the claims with the V.A. for adjudication. In the process, appropriate action was taken as indicated to obtain new or additional evidence to determine the correctness of action by the V.A., or appeals on disputed cases were filed. The Bureau as a whole had 85,164 contacts by veterans or dependents on veterans affairs. $2,834,249 in new or augmented benefits were awarded to claimants by the V.A. as a result of actions by the Bureau.

Financial Aid. During the year, 568 grants of emergency financial aid (World War Assistance) were made to families of Maine veterans who had either died or become totally incapacitated from performing any type of employment. The 568 families consisted of 1,486 dependents.

Veterans Dependents Educational Benefits. Under this program up to $300 per year towards the costs of higher education and free tuition in State-supported institutions of higher education may be awarded to children, wives or widows of veterans who become totally disabled or died as a result of service in the armed forces of the United States. 376 persons were assisted during the year.

Certification of Eligibility for Small Business Loan Guarantees. The Bureau certified 270 veterans as eligible for guaranty of loans by the Maine Veterans Small Business Loan Authority Board. The Board actually guarantees approved business loans up to 80% on amounts up to $30,000.

Records of Military Service. The Bureau maintains the records of Maine veterans who were discharged from service in the armed forces of the United States. Approximately 325,000 such records are now in the files of the Bureau.

Maine Veterans Memorial Cemetery. During the year 288 burials were made, of which 234 persons were veterans, 50 were wives (or widows) and 4 were dependent children; and 181 reservations for burial were made by surviving veterans or spouses. At the end of the year, 2,302 persons were buried in the Cemetery, and there were 1,412 reservations for future burial on file.

LICENSES, PERMITS, ETC.:

Certificate of Eligibility for Veteran Small Business Loan Guaranty Benefits.

The Bureau issues a Certificate of eligibility to qualified Maine war veterans to make them eligible under the state guaranty program of the Maine Veterans Small Business Loan Authority.

PUBLICATIONS: (All free)

Maine Veterans Laws, 1979 Edition.
Informational Pamphlet on World War Assistance.
Maine Veterans Memorial Cemetery (Brochure).

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF VETERAN'S SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	1,880	1,880				
Legislative Approp/Alloc	781,448	781,448				
Transfers Contingent Acct	1,656	1,656				
Transfers—Non Federal $	4,936	4,936				
TOTAL RESOURCES	789,920	789,920				
EXPENDITURES						
Salaries and Wages	287,696	287,696				
State Share of Retirement	33,505	33,505				
Prof Service, Not By State	5,579	5,579				
Other Prof. Serv., By State	20	20				
Travel Expenses, In State	11,220	11,220				
Travel Expense, Out State	351	351				
Operation—State Vehicles	8,229	8,229				
Utilities	12,943	12,943				
Rents	7,365	7,365				
Repairs	1,080	1,080				
Insurance	8,996	8,996				
General Operating Expense	9,189	9,189				
Fuel	977	977				
Other Supplies	5,640	5,640				
Public Assistance Grants	313,822	313,822				
Misc. Grants to Individual	78,777	78,777				
Pensions	432	432				
Equipment Purchases	3,232	3,232				
TOTAL EXPENDITURES	789,053	789,053				

CIVIL EMERGENCY PREPAREDNESS COUNCIL

LESLIE B. HIGGINS, ACTING DIRECTOR

Central Office: *Telephone:* 622-6201
Location: State Office Bldg., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 06; *Umbrella:* 15; *Unit:* 217; *Unit Citation:* 37A M.R.S.A., Sect. 56

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The primary responsibility of the Civil Emergency Preparedness Council is to advise the Governor and Bureau director on all matters pertaining to civil defense. The council cannot by statute interfere with any of the operational duties of the director.

ORGANIZATION: The council is composed of 5 members who are appointed by the Governor, and they also serve during the pleasure of the Governor. The Adjutant General is an ex officio member of the council. Meetings can be called by the Director of the Bureau or by the Council Chairman.

PROGRAM: The Civil Emergency Preparedness Council is an advisory and guidance body only, which meets to furnish consultation to the Bureau of Civil Emergency Preparedness.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: This unit is not authorized to receive or expend funds.

DEPARTMENT OF PUBLIC SAFETY

ARTHUR STILPHEN, COMMISSIONER

Central Office: *Telephone:* 289-3801
Location: 36 Hospital Street, Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1971 *Sunset Review Required by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 06; *Umbrella:* 16; *Unit:* 219; *Unit Citation:* 25 M.R.S.A., Sect. 2901

Average Count—All Positions: 489 *Permanent Legislative Count:* 470

Organizational Units:
Bureau of Public Safety
Office of the State Fire Marshal
Capitol Security Police
Div. of Special Investigations (D.S.I.)
Bureau of Liquor Enforcement
Maine Criminal Justice Committee
Board of Trustees Criminal Justice Academy
Board of Directors of D.S.I.

PURPOSE: The Department of Public Safety was established to promote the safety and well-being of Maine citizens by coordinating and efficiently managing the law enforcement responsibilities of the State. The Department is empowered to coordinate and manage the law enforcement responsibilities of the State as vested in the State Police, the Maine Criminal Justice Academy, the Capitol Security Police Force, the Division of Special Investigations, the State Fire Marshal, and the Enforcement Division of the State Liquor Commission. The Commissioner of Public Safety may organize the Department into such division, in addition to the Bureau of State Police as he deems necessary, and may hire such employees as are necessary to carry out the functions of the Enforcement Division and the Office of State Fire Marshal.

ORGANIZATION: The Department of Public Safety was created in 1971 in State Government reorganization legislation to consolidate the former Department of State Police, the Enforcement Division of the State Liquor Commission, the State representatives and employees of the Vehicle Equipment Safety Commission, the Division of State Fire Prevention of the Department of Insurance and the then Law Enforcement and Criminal Justice Academy, under the Commissioner of Public Safety. The Vehicle Equipment Safety Commission responsibility was removed to the Department of Transportation in 1972, and a 1973 amendment established the Department in its present organizational structure.

PROGRAM: Other than the Bureau of Capitol Security, the activities of the Department of Public Safety during FY 79 are discussed in the individual reports of its component agencies.

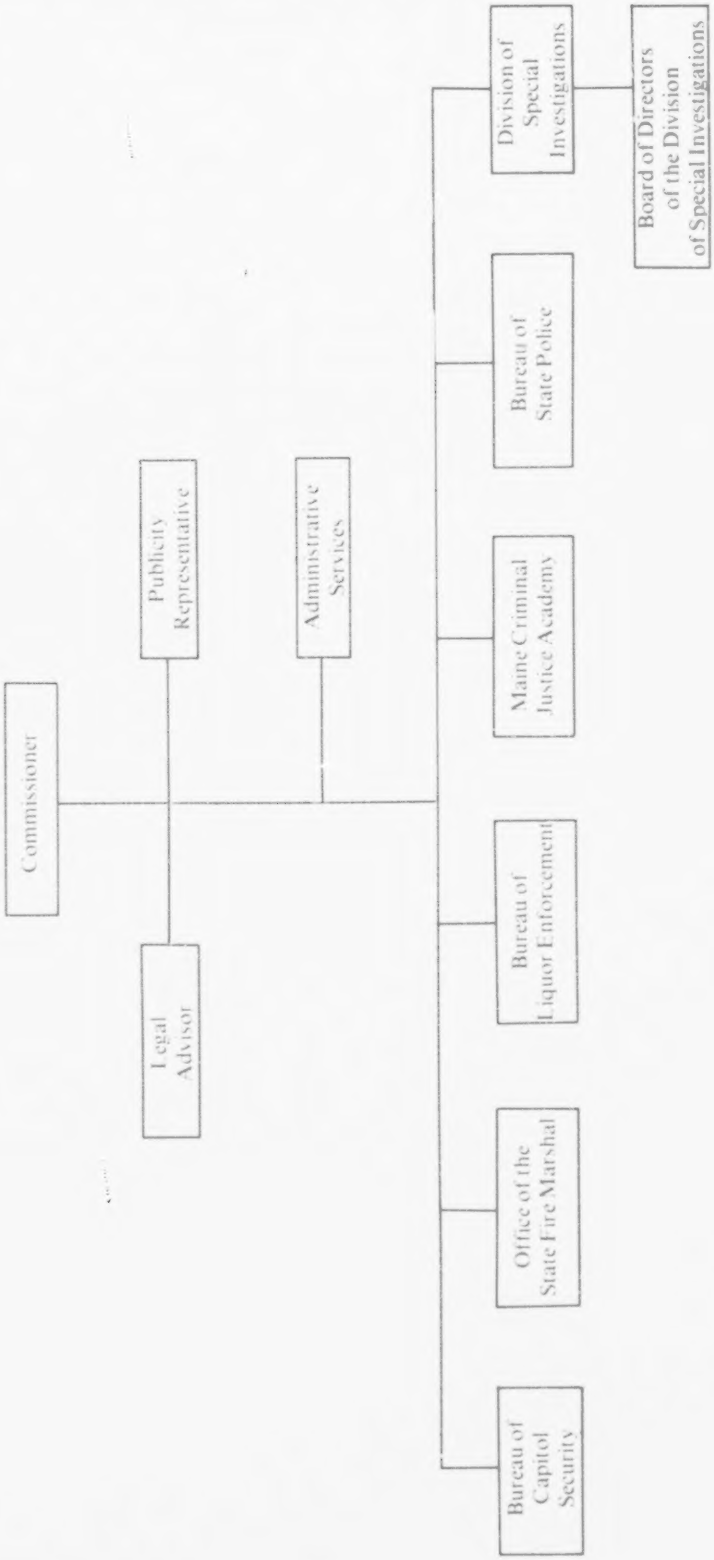
Bureau of Capitol Security. The Bureau of Capitol Security was established by the legislature in 1977 as a branch of the Department of Public Safety. Prior to 1977, the Capitol Security responsibility was part of the Bureau of Public Improvement. In its present form the Bureau is made up of an administrative head with the title of Chief, one supervisor (Sergeant), seven patrol or security officers and one secretary.

The purpose of the Bureau of Capitol Security is to provide protective services for State of Maine property located at the seat of Government as well as visitors to and residents of these facilities. These special police officers patrol the public ways and parking areas within the State complex enforcing the rules and regulations promulgated by the Commissioner of Public Safety. Also, the Bureau investigates traffic accidents, provides parking control and such related services as the residents of, or visitors to, the seat of State government may require.

LICENSES, PERMITS, ETC.:
Capitol Area Activity Permit.

PUBLICATIONS:
Capitol Area Security Regulations.
Rules and Regulations relating to parking on State Property.

ORGANIZATION CHART
DEPARTMENT OF PUBLIC SAFETY


Commissioner
Legal Advisor
Publicity Representative
Administrative Services
Bureau of Capitol Security
Office of the State Fire Marshal
Bureau of Liquor Enforcement
Maine Criminal Justice Academy
Bureau of State Police
Division of Special Investigations
Board of Directors of the Division of Special Investigations

CONSOLIDATED FINANCIAL CHART FOR FY 79
DEPARTMENT OF PUBLIC SAFETY

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	391,764		405,129		—13,365	
Bal Brt Fwd— Encumbered	87,669	13,725	7,079	53,500	13,365	
Licenses/Permits/Fees/Tax	587,501		525,174	62,327		
Fines/Forfeits/Penalties	175			175		
Revenue From Federal Govt	65,114			260	64,854	
Revenue From Local Govts	38,274		21,442	16,832		
Revenue—Private Sources	500		500			
Fees Charged For Services	209,526		124,707	84,819		
Receipts From Other Funds	18,322*		233	18,089		
Legislative Approp/Alloc	10,565,304	3,418,021		7,147,283		
Non-Rev Repts—Credits	141,000			141,000		
Adjustment of Balance Fwd	—9,826	54,009	—114,389	25	50,529	
Transfers—Non-Federal $	960,477	—2,289,916		3,250,400	—7	
Transfers—Federal $	210,983		—2,922	—13,500	227,405	
TOTAL RESOURCES	13,266,783	1,195,839	966,953	10,761,210	342,781	
EXPENDITURES						
Salaries and Wages	7,099,840	611,243	400,470	5,922,914	165,213	
State Share of Retirement	1,720,575	77,302	58,951	1,567,768	16,554	
Other Fringe Benefits	61,190	966	1,414	58,530	280	
Prof Service, Not By State	191,923	98,096	38,558	42,535	12,734	
Computer Service, By State	76,345	2,746	1,573	71,798	228	
Other Prof. Serv., By State	46,135	17,594	11,848	9,228	7,465	
Travel Expenses, In-State	71,359	2,046	5,402	54,996	8,915	
Travel Expense, Out-State	35,800	1,279	4,466	16,956	13,099	
Operation—State Vehicles	910,506	65,456	39,580	805,025	445	
Utilities	256,858	31,084	9,896	214,609	1,269	
Rents	155,555	2,283	13,029	135,560	4,683	
Repairs	83,065	10,651	819	71,367	228	
Insurance	242,304	20,845	10,560	205,689	5,210	
General Operating Expense	118,442	53,463	11,562	44,489	8,928	
Food	18			18		
Fuel	23,945	10,686		13,259		
Other Supplies	241,352	45,414	25,159	159,332	11,447	
Grants to Local Govts	10,130	10,130				
Misc. Grants to Individual	2,000	2,000				
Pensions	684,544	27,886		656,658		
Buildings & Improvements	5,286			5,286		
Equipment Purchases	784,694	49,627	31,012	646,628	57,427	
Transfer to General Fund	4,705			4,705		
Trans. to Gen. Fund Sta-Cap	178,611		7,518	166,855	4,238	
TOTAL EXPENDITURES	13,005,182	1,140,797	671,817	10,874,205	318,363	

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPARTMENT OF PUBLIC SAFETY (Chief Administrative Unit)	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
RESOURCES						
Bal Brt Fwd — Encumbered	3,086	2,319		767		
Legislative Approp. Alloc.	290,422	150,000		140,422		
Transfers — Non-Federal $	23,159	5,964		17,195		
TOTAL RESOURCES	316,667	158,283		158,384		
EXPENDITURES						
Salaries and Wages	190,917	95,571		95,346		
State Share of Retirement	38,768	11,325		27,443		
Other Fringe Benefits	1,404	324		1,080		
Prof Service, Not By State	3,891	3,765		126		
Other Prof. Serv., By State	4,827	1,859		2,968		
Travel Expenses, In-State	510	13		497		
Operation — State Vehicles	11,121	2,415		8,706		
Utilities	1,334	559		775		
Rents	150			150		
Repairs	4,031	3,979		52		
Insurance	6,664	3,445		3,219		
General Operating Expense	15,926	665		15,261		
Other Supplies	2,307	1,165		1,142		
Pensions	11,581	11,430		151		
Equipment Purchases	13,007	6,064		6,943		
Trans. to Gen. Fund Sta Cap	8,232			8,232		
TOTAL EXPENDITURES	314,670	142,579		172,091		

BUREAU OF STATE POLICE

COL. ALLAN H. WEEKS, CHIEF
LT. COL. ALBERT T. JAMISON, Deputy Chief

Central Office: *Telephone:* 289-2155
Location: 36 Hospital Street, Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1925 *Sunset Review Required by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 06; *Umbrella:* 16; *Unit:* 222; *Unit Citation:* 25 M.R.S.A., Sect. 1501

Average Count—All Positions: 398 *Permanent Legislative Count:* 413

Organizational Units:
Division of Administrative Services
Office of Planning and Research
Division of Personnel
Public Information Office
Traffic Division
Criminal Division
Support Services Division

PURPOSE: The primary mission of the State Police is to safeguard the constitutional rights, liberty, and security of its citizens by enforcing the motor vehicle and criminal statutes of Maine and to provide professional aid in times of need and distress. The Bureau of State Police was established to patrol the highways, especially outside the compact portion of cities and towns, and to assume the same powers and duties as the sheriffs in their respective counties, whereby every officer has the power to investigate and prosecute violators of any law throughout the State. Executive security is also provided for the Governor and family on a twenty-four hour basis.

Among the other responsibilities are the duties of the Traffic Division, which include the supervising and licensing of approximately 1,600 motor vehicle inspection stations; enforcing motor vehicle inspection laws; developing programs of information on motor vehicle safety; enforcing truck weight laws; microfilming accident reports and processing more than 1.14 million annual motor vehicle inspections.

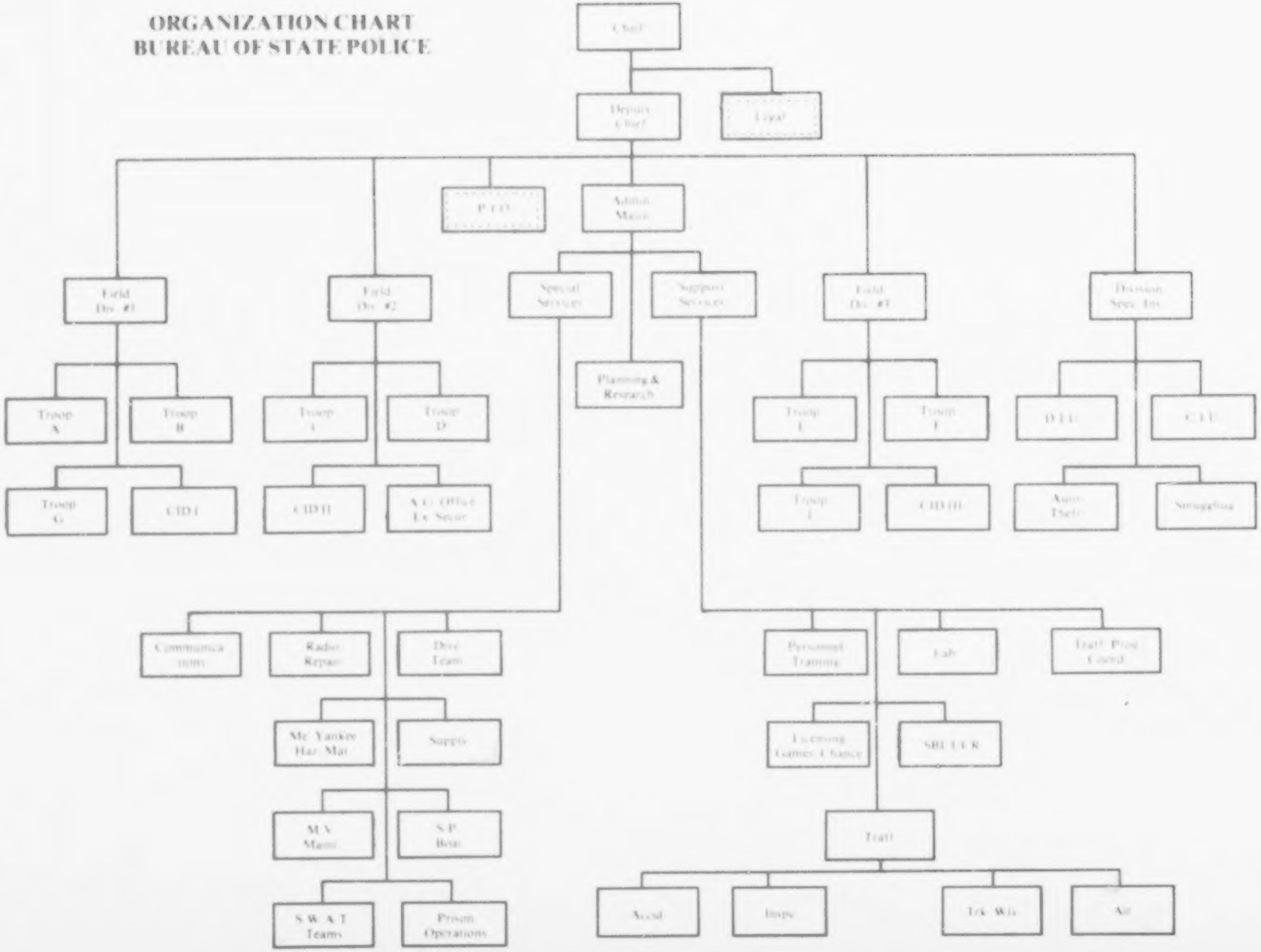
Criminal Investigation is another facet of State Police work which concerns itself with investigating all crimes and criminal complaints brought to the attention of the Bureau by authorities, with special emphasis on homicides and narcotic and drug related cases. The Bureau of Identification is responsible for the classification of incoming fingerprint cards and for answering criminal record inquiries, along with maintaining a sufficient repository for all State criminal records.

ORGANIZATION: The State Police was established as an independent branch of State government in 1925. The responsibilities of the State Police were previously handled by the individual sheriffs' departments. In 1931, a reorganization act was passed by the Legislature designating the Chief as executive head of the State Police under the direction of the Governor. Six years later, the Division of Highway Safety and the State Bureau of Identification were created by the Legislature, under the control of the State Police. Then, in 1939, the Bureau of Criminal Investigation and the Communications Division were established, along with the division of the State into six districts. Because of the increased demand for State Police services, over the next twenty years, the Department was constantly amid change, with various major reorganizations which occurred in 1954, 1961, 1966 and again in 1968. In 1971, the Legislature incorporated the State Police into the Department of Public Safety. With this adoption, the Bureau now falls under direct supervision of the Commissioner of Public Safety.

PROGRAM: The program of the Bureau of State Police is illustrated through the activities of the component divisions.

Division of Administrative Services. The Division of Administrative Services is responsible for providing administrative services and directing all fiscal and budgetary operations. The Division maintains all financial records, time and leave records, payrolls, and inventory controls. Other functions include: preparation of purchase requisitions, contractual services,

ORGANIZATION CHART
BUREAU OF STATE POLICE


Chief
Deputy Chief
Legal
P.I.O.
Admin. Mgmt.
Field Div. #1
Troop A
Troop B
Troop G
CID I
Field Div. #2
Troop C
Troop D
CID II
A.G. Office Ex. Secur.
Special Services
Support Services
Planning & Research
Field Div. #3
Troop E
Troop F
Troop I
CID III
Division Spec. Inv.
D.E.U.
C.I.U.
Auto Theft
Smuggling
Communications
Radio Repair
Dive Team
Me. Yankee Haz Mat
Supply
M.V. Maint.
S.P. Boat
S.W.A.T. Teams
Prison Operations
Personnel Training
Lab
Traff. Pros. Coord.
Licensing Games Chance
SBI-UCR
Traff.
Accid.
Inspc.
Trk. Wts.
Air

purchase of equipment, clothing supplies, maintenance of equipment, preparation of Biennial Budget, printing of bulletins, forms, orders, etc., and disbursement of funds.

Office of Planning and Research. This office provides management support and program development in both administrative and operational matters. Included in this office is the Department's Data Processing Unit, which during 1978 processed 66,775 arrest reports and 32,716 State of Maine Traffic Accident Reports.

Major activities during 1978 included, but were not limited to, the creation and implementation of a statewide Drug Diversion Investigation Unit which addresses the problem of legal drugs being diverted to illegal uses; preparation of a vehicle mileage report to assist in more economical operation of the agency's vehicles; implementation of the computerized National Fire Incident Reporting System, which is coordinated through the office of the State Fire Marshal and provides for automated analysis of all reported fires throughout the State; and specialized training in several areas, including auto theft and accident reconstruction.

Data Entry. During the 1978 calendar year, 950,738 cards were processed by the Data Entry Section for the following programs:

Activity System
Accident System
Uniform Crime
Reporting System
NFIRS
Miscellaneous Programs
Mileage Reports
55 mph Speed Enforcement Certification
Vehicle Cost Analysis Program
Time and Leave
Arrest Reporting System
Case Reports

Public Protection. The prime enforcement activities for 1978 are:

Trucks Weighed	12,986
Stolen Property Recovered	$1,554,310
License Fees	234,560
Accidents Investigated	7,865
Written Warnings	73,015
Arrest Reports	66,160
Defective Equip. Warnings	64,627
Aids to Motorists	25,156
Total Fines	$2,569,720
Licenses Issued	13,046

Division of Personnel. It is the responsibility of the Division of Personnel to maintain career statistics on the 487 employees of the Department of Public Safety, including the 323 sworn personnel and 69 civilian employees of the Maine State Police. The Personnel Division actively assists the State Department of Personnel in the application process of all perspective employees of Public Safety, but is especially involved with applications for the position of State Police Trooper after the written examination, which is administered by the Department of Personnel. This process includes the PAT, oral board, polygraph and the interview with the Chief.

During 1978, the Division of Personnel staffed one Maine State Police School, processed 719 applications for Maine State Trooper and in excess of 1,000 departmental-wide applicants. Also in 1978, the Personnel Division assisted and provided guidance to personnel in the preparation of 200 job descriptions, to include task statements and performance standards, to be utilized in employee performance evaluation.

The Personnel Division recently was re-organized, with the division head being filled by a civilian personnel officer.

Public Information. The Departmental Public Information Officer is responsible for planning, directing/coordinating, evaluating and assisting in the implementation of public information activities and programs. The Public Information Officer also advises the Commissioner, Chief and Deputy Chief on public information matters that should be brought to their attention, and provides counseling and instruction to staff and field personnel.

Although all State Police officers are authorized to make news releases on routine matters, the Public Information Officer serves as spokesman for major crimes or other serious news events when it is necessary to take pressure off the investigating officer. On call 24 hours a day, the Public Information Officer maintains liaison with the news media.

During 1978, a total of 119 news releases were written and disseminated to appropriate print and/or broadcast media. Also, the Public Information Officer served as spokesman in

287 instances. Broadcast public service announcements were produced to make the public more aware of the following: Trooper Recruiting, Road Safety, School Bus Safety, Flood Protection, Bicycle Safety, Operation CARE/55 MPH Speed Limit, Burglary Prevention, Operating Under the Influence, Wood-burning Stoves, Autumn Driving, Car & Winter, Fire Safety, and Motor Vehicle Inspection. There were 19 press interviews, 47 radio and/or television features. Media listings were updated to reflect media needs. In addition, a series of informal meetings were arranged with print media representatives and key State Police personnel to discuss ways of facilitating exchange of information in conformance with Departmental policy and the State Freedom of Access Law.

The Public Information Office compiled and edited the State Police Annual Report, updated a history and function booklet along with other Departmental publications, and edited the employee newsletter.

Crime Laboratory. The Maine State Police Crime Laboratory, located at State Police Headquarters, and under the command of a Lieutenant, functions as a support service to law enforcement personnel in many areas. Crime scene processing is its major responsibility; however, its other capabilities include, but are not limited to, developing and printing of photographs related to criminal or accident investigations, the comparison of latent prints lifted at the scene of a crime with the prints of a given suspect; firearms identification and tool mark comparison; restoration of serial number of stolen vehicles or other items; serological examinations of blood semen, and other body fluids; identification cards for members of State agencies; processing of persons arrested on a large-scale basis; instruction of State, county, and local police officers in laboratory procedures; and expert testimony in court.

The following is a breakdown of the major activities for FY 79 as performed by the six State Police officers attached to the Crime Laboratory on a full-time basis.

Court Appearances:
1048 Total Hours
175 Average Hours Per Man

Crime Scene Processing:
92 Total Number
15 Average Per Man
544 Total Hours
91 Average Hours Per Man

Laboratory Examinations:
16,101 Total Number
3,220 Average Per Man
5,631 Total Hours
1,126 Average Hours Per Man

Film processed:	
4x5 black & white negatives	1,223
2¼ color negative	3,565
35 mm color negatives	11,784
Total negatives	16,572
4x5 black & white prints (8x10)	757
2¼ color prints "	2,879
35 mm color prints "	8,768
35 mm color slides "	3,416
Total Prints	15,820
Total all prints & negatives	32,392

Fingerprint comparison: A fingerprint comparison expert can conclusively state that any given fingerprint came from a particular finger to the exclusion of all others. Latent impressions are those fingerprints and palmprints left on an object after that object has been handled.

During 1978, the Fingerprint Section of the Crime Lab produced the following in terms of activity:

Fingerprints:

	State Police		*Other Agencies*	
	Numbers	*Hours*	*Numbers*	*Hours*
Developing	401	150	329	119
Examination	3,541	358	3,185	254

Methods used in determining the presence or absence of latent prints include dusting with various powders, iodine fuming, and ninydrin and silver nitrate testing. Fingerprint comparison is a positive science which requires great concentration. No two persons' fingerprints have ever been found to be the same.

Firearms identification: Firearms identification is also an exacting science. It encompasses the comparison of a test bullet from a suspect weapon with a bullet found at the scene of a crime; comparison of extractor-ejector marks found on a cartridge case at a crime scene with cartridge case(s) used for test purposes in a suspect weapon; distances from which a shot was fired; and the make, caliber, and type of firearm from which a given shot was fired.

Weapons submitted from:	*State Police*	*Other Agencies*
	94	78
Gun Powder Residue Exam	18	29
Serial No. Restoration	17	12
Tool Mark Comparison	11	14

Serology section: The serology section of the Crime Lab is responsible for the examination of blood and other body fluids. In cases of rape, assault, and murder, microscopic examinations of body fluids, such as the typing of blood, often eliminates a suspect from the investigation as well as narrows the investigation to a particular suspect.

To assist in the successful prosecution of all homicides, laboratory personnel are required to attend the autopsy of a victim in a case to which they are assigned. During FY 79 lab personnel attended 69 autopsies, which consisted of a total of 242 hours.

Polygraph: Polygraph examinations are designated to determine truth or deception when a subject is asked questions about his or her knowledge, participation, and/or complicity in an illegal act. The Crime Lab, in conjunction with the Criminal Investigation Division (CID) has three modern multi-channel polygraph instruments and three examination sites. There are four polygraph examiners, two of whom are stationed in Augusta, one in Scarboro and one in Aroostook County.

The Northern Examiner also conducts examinations on an appointment basis for federal, state, county and municipal departments. All types of crimes are covered by polygraph examinations from homicide to motor vehicle violations.

Also, as a procedure in the applications process, all prospective State Police applicants are administered a polygraph examination before obtaining employment.

Beano and Games of Chance. Routine inspections of licensed games are made as frequently as possible with all complaints being fully investigated. Over 400 written information requests are answered yearly, plus in excess of 1,000 telephone information requests. A summary of 1978 activities include:

Beano licenses issued	3,892
Total Beano Organizations licensed	418
Total No. of Games of Chance licenses issued	6,241
Distributors licensed	13
Total Income from Games of Chance received by the State	$104,465.00
Total Income from Beano received by the State	$29,214.00

Criminal Investigative Division. Prior to the new concept of the Criminal Investigative Division, all major criminal offenses were investigated by the Bureau of Criminal Investigation within the Maine State Police. The Bureau was established in 1955 so that uniformed personnel could continue to perform their patrol functions; to insure complete and factual investigation of criminal complaints by investigators with specialized training (with a special emphasis on homicide); and to provide an official clearing agency for investigations available to all enforcement agencies within and outside the State of Maine. Additional duties include informing the Chief and Deputy Chief of criminal activity within the State; and the issuance of all permits to out of state residents to carry concealed weapons.

In FY 79, the Criminal Investigative Division (CID) was restructured to include three divisions which encompass the south, central, and northern portions of state respectively. Each division coincides with the present conceptual breakdown of the field divisions. Each CID is commanded by a lieutenant who in turn reports to the field division commander of his particular division, a State Police Captain. The overall activity of the Criminal Investigative Division is co-ordinated and administered to by the Operations Officer, a State Police Major. Furthermore, it has been concluded that the realignment of the CID's with the field division, along with a common administrator for both criminal and field (patrol) forces within each division, gives way for a more efficient overall operation for both units.

In addition to its general function, CID maintains liaison with the Investigative Division attached to the Office of the Attorney General (for investigation of homicides and other major crimes) and with other agencies to avoid duplication of efforts with relation to time and manpower in a particular case.

The State Police Criminal Bulletin continued to be published on a regular basis during FY 79 and continues to be well accepted and utilized in the field and with other law enforcement agencies. Bulletins are currently being sent to 73 municipal agencies, all five New England Criminal Intelligence Units, 14 Federal Agencies, Maine State Liquor Enforcement, 16 Sheriff's Departments, 4 Canadian agencies, the State Fire Marshal's Office, all State Police Personnel including two designated retired members, and other selected out-of-state municipal and county enforcement agencies. The bulletin continued to provide current information as it related to types of crimes being committed, suspects, fugitives wanted on warrants, and other pertinent information. Its distribution resulted in an increased number of arrests throughout the year within the State of Maine and in other jurisdictions.

Criminal Investigative Division personnel responded to requests for numerous speaking engagements during 1978 to organizations such as schools and civic groups, to discuss such topics as drugs, bank robberies, organized crime methods, homicide investigations, and CID functions. Personnel also assisted in the training of new recruits at the State Police Academy during the year to familiarize them with the techniques of investigation and interviewing that they will confront while on their assigned patrols.

State Police Airwing. In January, Maine State Police aircraft enforcement became a full-time operation based on the success of three previous years of part-time activities. The year saw many changes in procedures, data collection and reporting geared to a full-time endeavor. In May, the second pilot was added to the program. During the Summer larger, more visible, speed zone markers were painted on the Interstate system by State Highway employees which gave rise to much greater productivity.

The primary function of the aircraft was directed toward enforcement of the 55 MPH speed limit. However, it was also found to be very effective in such areas as coastal intelligence flights related to drug smuggling, aerial photography and surveillance of criminal suspects.

It is impossible to assign a monetary value to such investigative information gained. However, its effectiveness does not go unnoticed. Drug enforcement officials believe the aircraft can gain information in a three hour coastal flight that it would take ground units three days to acquire.

A total of 767.3 hours (261.3 for criminal and other, 506 for speed enforcement) were flown by the Airwing in 1978, as illustrated by the following breakdown:

Criminal and Other:

Division Special Investigations		Criminal		Attempt to Locate	
Intelligence	— 122.3 hrs.	Intelligence	— 14.3	Lost Persons	— 2.2
Surveillance	— 20.6 hrs.	Surveillance	— 5.6	Wanted Persons	— 10.3
Photography	— 20.3 hrs.	Photography	— 3.7	Property	— 13.1

Other

Executive transportation — 6/6 hrs.
Emergency relays — .4 hrs.
Assist Fish & Wildlife — 1.6 hrs.
Maintenance — 10.3 hrs.
Pilot proficiency — 30 hrs.

Speed Enforcement: A total of 506 hours were devoted to speed enforcement, including low level enroute patrol and actual clocking time over the zones—164 hours of which were actual clocking time.

Throughout the year 2,371 aircraft citations were issued resulting in a 14.43 citation rate per clocking hour. The average cited speed in a 55 MPH zone was 71.12 mph, whereas, in a 50 mph zone, it was 65.74 mph. Of all vehicles apprehended, 44.3 percent were nonresident.

Considering that the average fine for those cited speeds is $35 per citation, a projected income for 2,371 violations is $82,985. However, not all violators pay their assessed fines.

The total cost of the Airwing operation for the year was $9,769.60. A more realistic return on fines is approximately 80 percent or $66,388. Therefore, the Airwing produced 6.79 times the amount of money it costs to operate—not considering the non-tangible value of its accomplishments in criminal law enforcements.

Although the first year of full-time operation is impressive, it is felt that 1979 will bring even greater accomplishments because of various streamlining techniques being applied to the program.

Underwater Recovery Unit. In 1978, members of the Underwater Recovery Unit became certified in Cardiovascular Pulmonary Resuscitation by the American Red Cross, and Advanced Underwater Search and Recovery sanctioned by the National Association of Underwater Instructors (N.A.U.I.) during four days of intensive training at Sebago Lake.

A total of 24 dives were performed throughout the year, 18 were initiated by State Police personnel and six by other enforcement agencies. The majority of activities was directed toward evidence recovery ranging from stolen vehicles and materials and homicide weapons to actual body retrieval. The following is a basic analysis of activity for the year:

Types of dives	*Results*	*Value*
9 River	stolen vehicles	$5,700
7 Ocean	other evidence	4,200
6 Quarry		$9,900
2 Lake		

Other evidence has been recovered and dives performed on which a monetary value cannot be assigned—such as the recovery of one drowning victim in April, two homicide weapons in February, and other dives for investigative purposes only.

Traffic Division. Responsibilities of the Traffic Division include the Administration of the Maine Motor Vehicle Inspection Program, the statewide truck weight/size enforcement program, the statewide Accident Reporting Program, and the Statewide Airwing enforcement program. The Division maintains current files on junk yard licenses, Department of Transportation construction areas and permits, size and weight regulations and registration requirements of other states. The Division also handles requests for speaking engagements from schools and organizations, conducts Defensive Driving Courses and provides information on motor vehicle and pedestrian safety. Information to the public on Motor Vehicle Laws is also provided by this Division.

Motor Vehicle Inspection: This section has the responsibility for the administration of over 1,600 inspection stations, providing them with the necessary materials for licensing and supplying adequate manuals on the rules and regulations governing motor vehicle inspection. During 1978, 1,332,680 stickers were sold to inspection stations, with a gross income of $306,000.

Nearly 5,000 certified inspection mechanics are licensed by this section, and up-to-date files are kept on those mechanics certified as well as those who require re-certification. Nine troopers are assigned as traffic safety officers to supervise and enforce the motor vehicle inspection procedures. Traffic safety officers also conduct semi-annual inspection of all school buses and conduct training programs for inspection mechanics and field personnel.

Truck Weight: This section is a sub program within the Traffic Division. It is currently staffed with 7 officers equipped with portable truck weighing equipment whose primary responsibility is that of enforcing the Truck Weight and Public Utility Commission Laws, and rules and regulations. During 1978, the courts assessed fines in excess of $280,000 for truck related violations.

Traffic Accident Reporting: This program is established by Title 29, Section 891. The Traffic Division publishes a standardized accident report form utilized by all police officers investigating traffic accident reports within this State. The completed accident reports are submitted to the Traffic Division where they are screened for accuracy and completeness, then coded and key punched to transfer the data to a computer compatible form for statistical purposes. The accident reports are then microfilmed to facilitate storage, handling and to expedite retrieval. During 1978, 32,183 accidents were processed by the Division.

LICENSES, PERMITS, ETC.:

License:
- Games of Chance
- Beano
- Motor Vehicle Inspection
- Private Detective
- Security
- Watch Guards

Permit:
- Gun
- Towing Permit
- (Unregistered & Uninspected)
- Non-Resident Concealed Weapon
- Clearance Certificates to increase gross registration on trucks.

PUBLICATIONS:
- Laws, Rules and Regulations Relating to Games of Chance (Free)
- Laws, Rules and Regulations Relating to Beano (Free)
- Motor Vehicle Inspection Manual ($3.00)
- Personal Property Record & Inventory (Free)
- Illustrated Black and White Brochure pertaining to the duties of the Trooper (Free)
- Maine—As Strong As Her People (Free)
- The Maine Department of Public Safety (Free)
- The Maine State Police "Annual Report" (Free)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF STATE POLICE	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	93,768		107,133		—13,365	
Bal Brt Fwd— Encumbered	66,098			52,733	13,365	
License/Permits/Fees/Tax	75,902		13,575	62,327		
Fines/Forfeits/Penalties	175			175		
Revenue From Federal Govt	8,260			260	8,000	
Revenue From Local Govts	16,832			16,832		
Fees Charged For Services	119,828		35,009	84,819		
Receipts From Other Funds	18,089			18,089		
Legislative Approp/Alloc	9,342,482	2,335,621		7,006,861		
Non Rev Rcpts—Credits	141,000			141,000		
Adjustment of Balance Fwd	7,521	53,702	—89,910	25	43,704	
Transfers—Non-Federal $	907,420	—2,325,778		3,233,205	—7	
Transfers—Federal $	154,801		—2,922	—13,500	171,223	
TOTAL RESOURCES	10,952,176	63,545	62,885	10,602,826	222,920	
EXPENDITURES						
Salaries and Wages	6,025,250	37,543	37,467	5,827,568	122,672	
State Share of Retirement	1,561,515	3,956	4,244	1,540,325	12,990	
Other Fringe Benefits	57,470		10	57,450	10	
Prof Service, Not By State	42,931		27	42,409	495	
Computer Service, By State	74,772	2,746		71,798	228	
Other Prof. Serv., By State	6,694	10	424	6,260		
Travel Expenses, In-State	59,102	711		54,499	3,892	
Travel Expense, Out-State	30,307	1,119		16,956	12,232	
Operation—State Vehicles	798,856	2,124		796,319	413	
Utilities	214,749	716		213,834	199	
Rents	137,426	1,921		135,410	95	
Repairs	71,438	123		71,315		
Insurance	209,500	1,166	1,476	202,470	4,388	
General Operating Expense	41,263	7,128	18	29,228	4,889	
Food	18			18		
Fuel	13,259			13,259		
Other Supplies	161,008	703	23	158,190	2,092	
Pensions	656,507			656,507		
Buildings & Improvements	5,286			5,286		
Equipment Purchases	681,639	2,024		639,685	39,930	
Transfer to General Fund	4,705			4,705		
Trans. to Gen.-Fund Sta-Cap	162,456		727	158,623	3,106	
TOTAL EXPENDITURES	11,016,151	61,990	44,416	10,702,114	207,631	

STATE BUREAU OF IDENTIFICATION

ALLAN H. WEEKS, CHIEF, STATE POLICE
ROBERT E. WAGNER, JR., Director

Central Office: *Telephone:* 289-2297
Location: 36 Hospital Street, Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1937 *Sunset Review Required by:* June 30, 1980

Maine State Government Reference Manual Data
Policy Area: 06; *Umbrella:* 16; *Unit:* 223; *Unit Citation:* 25 M.R.S.A. Sect. 1541

Average Count-All Positions: 13 *Permanent Legislative Count:* 9

PURPOSE: The major goals, objectives, functions and responsibilities remain basically the same as when created by Act of Legislature in 1937. This consisted of creating a central repository of all criminal records in the State of Maine based upon compulsory submission by criminal justice agencies on fingerprint forms and other forms provided, under rules adopted in order to have a comprehensive and accurate system available for Criminal Justice and other purposes as authorized by law.

Duties and responsibilities include: receiving and classifying incoming fingerprint cards; answering criminal record inquiries; and maintaining the following files: master criminal fingerprint file, criminal record folder file, criminal mug file, court abstract file, and related files (Soundex, etc.).

Services from this Bureau are statewide to all elements of the Criminal Justice System and authorized persons and organizations. They are nationwide to all other authorized agencies.

In 1974 by Legislative Act the Uniform Crime Reporting Program was added to State Bureau of Identification.

The goal of the State Bureau of Identification is to establish a statewide comprehensive crime reporting system for the following reasons: to inform the Governor, legislature, other governmental officials, and the public as to the nature of the crime problem in Maine—its magnitude and its trends; to provide law enforcement administrators with criminal statistics for administrative and operational use; to determine who commits crimes by age, sex and race in order to find the proper focus for crime prevention and enforcement; to provide proper base data and statistics to measure the workload and effectiveness of Maine's Criminal Justice System; to provide base data and statistics for research to improve the efficiency, effectiveness and performance of criminal justice agencies; to provide base data and statistics to measure the effects of prevention and deterrence programs; and to provide base data to assist in the assessment of social and other causes of crime for the development of theories of criminal behavior.

The means utilized to obtain these objectives are: to measure the extent, fluctuation, distribution, and nature of serious crime in the State of Maine through presentation of data on the seven Crime Index offenses; to measure the total volume of serious crime known to the police; and to show the activity and coverage of law enforcement agencies through arrest counts, disposition of persons charged and police employee strength data.

ORGANIZATION: The Supervisor of the State Bureau of Identification is appointed by the Chief of the Bureau of State Police. The Supervisor has the authority to hire civilian personnel subject to personnel law and the approval of the Chief of the Bureau of State Police. It is the Chief's responsibility to supply the Bureau with the necessary apparatus and materials for collecting, filing, preserving and distributing criminal records.

One of the major changes in the State Bureau of Investigation (SBI) during the year resulted from the enactment of Title 16, M.R.S.A., Chapter 3, Sub-Chapter VII, entitled "Criminal History Record Information". This Act deals with release of criminal history information; who is authorized and who is prohibited to see it. The impact of this major change has been felt throughout both the criminal justice profession and private industry. Other new legislation includes changes in Title 25, M.R.S.A., dealing with fingerprinting both criminal and non-criminal persons and the submission of fingerprint cards to SBI; and the repeal of the expungement law.

In an effort to bring better services to law enforcement personnel, the Criminal Investigative Records Section, which processes all criminal investigative reports submitted by Maine State Police Officers was relocated in SBI. This provides access to both criminal history files as well as investigative files in the same location.

In 1977, with the proper approval, the Uniform Crime Reporting (UCR) Division was physically attached to SBI and the title of the top position changed to Director of SBI. The Director's duties include management and policy control of SBI, UCR and the Criminal Records Section of the State Police, along with certain functional duties necessary to the efficient operation of the Bureau. In addition, continued legislative law changes on uses of criminal case history record information keeps the dissemination policy in a flexible posture.

The UCR division continues to be externally funded although it has been legislatively authorized since 1974. Since its establishment, this program has had a profound effect on the Criminal Justice System far beyond the operational cost. Administrators and Legislators throughout the State rely on the data reports and crime profiles generated by this program.

Since the State Police Criminal Records Section contains criminal case history record information, and requires State and Federal case dissemination controls, it is natural for the section to be a component of SBI. This section is working well under existing policy and legal guidelines.

PROGRAM: A major reorganization in the State Bureau of Identification (SBI) identification section is presently taking place in order to bring it up to a more efficient and responsive division. This was necessitated by strict State and Federal privacy and security regulations along with an identified need to upgrade existing operations. This involves the Director working with the Attorney General and a representative committee of user agencies to accomplish the objectives of the reorganization.

The objectives are a better court abstract card submission, new SBI dissemination sheets, standard operating procedures internally and externally, improved fingerprint training in contributor agencies, deletion of all improper and illegal data in the criminal history record folders, improved physical security and working conditions, a broader bank of criminal fingerprinting records for investigative purposes, and an improved working relationship with all Criminal Justice Agencies. Most of this is well underway at this time.

Specific activities included in 1978, 6,259 fingerprint cards received, classified and recorded with existing records or in new records; 4,641 records from out-of-state agencies received and processed; 24,443 inquiries checked and 5,002 records sent out on request; 20,475 court abstract records received and filed; 16,127 preparations of mail were made. Activity increased considerably in this division due to upgrade efforts now taking place.

The State Police Investigative Records Section of SBI received and processed 6,637 criminal cases and 398 civil violations in 1978. Approximately 521 insurance and other requests for confirmation information were handled. State Police field Uniform Crime reports are processed in this division for inclusion in statewide statistics.

PUBLICATIONS:

Crime in Maine January - June 1978

Crime in Maine 1978

Limited printing of these publications are available after meeting State requirements and are available while supply lasts free to interested citizens. In-house copies are always available for review or to answer specific inquiries on criminal statistics.

FINANCES, FISCAL YEAR 1979: 25 MRSA, Section 1541 provides that expenditures of this unit, which amounted to $273,280 in FY 79, shall be borne by Bureau of State Police and are, therefore, included in its financial display.

OFFICE OF THE STATE FIRE MARSHAL

DONALD M. BISSET, STATE FIRE MARSHAL
HARRY B. ROLLINS, Asst. State Fire Marshal

Central Office: *Telephone:* 289-2481
Location: 99 Western Ave., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 06; *Umbrella:* 16; *Unit:* 224; *Unit Citation:* 25 M.R.S.A. Sect. 2396

Average Count—All Positions: 27 *Permanent Legislative Count:* 27

PURPOSE: The primary function of the Office of the State Fire Marshal is to protect the lives and property of the citizens of Maine through an inspectional program aimed at identifying and correcting life safety hazards and the investigation of explosions, suspicious and fatal fires.

The Office of State Fire Marshal was established to enforce all laws, ordinances, rules and regulations promulgated by the Commissioner of Public Safety directed toward and concerned with the protection of the public in the following areas:

1. The prevention of fires.
2. The suppression of arson and investigation of cause, origin, and circumstance of fires and explosions.
3. The storage and transportation, sale and use of combustibles, flammables, and explosives.
4. The installation, maintenance or sale of automatic or other fire alarm systems and fire extinguishing equipment.
5. The construction, maintenance, and regulation of fire escapes.
6. The means and adequacy of exits in the case of fire from all buildings.
7. Gathering and evaluating statistics concerning the number, cause, and other related information of fire occurring in the State.

ORGANIZATION: The Division of State Fire Prevention was created in 1937 to combat the increasing fraudulent insurance claims resulting from set fires. The last four decades have seen a substantial growth in the area of responsibility of the State Fire Marshal's Office which replaced the Division of State Fire Prevention. The scope of its statutory and regulatory authority have broadened to include a host of activities relating to life safety as well as fire prevention.

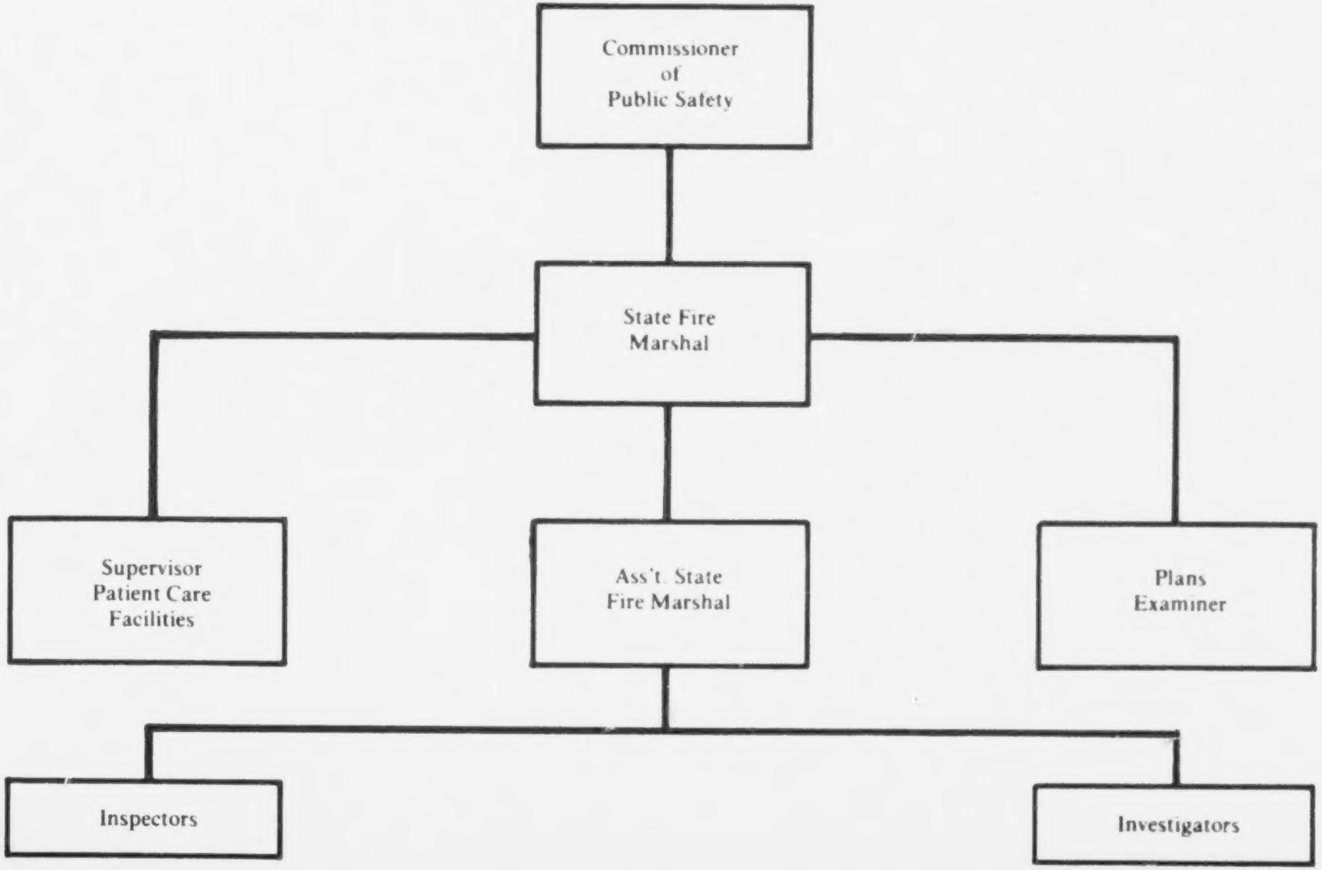
On July 1, 1972, the Division of State Fire Prevention was transferred to the newly created Department of Public Safety and in 1973, the name of the Bureau was changed to the Office of the State Fire Marshal. The office now provides 5 full time fire investigators, 4 of its members transferred from the State Police. These 4 trooper detectives were teamed with experienced fire investigators and the operation of these teams have proven to be most successful.

To fulfill the contract requirements to the Division of Hospital Services, Department of Human Services, a new section was created in 1975 consisting of one supervisor and two field inspectors who are responsible for insuring both State and Federal Code compliance in the patient care facilities throughout the State.

The plans review section of the Office of the State Fire Marshal is assigned one full time Plans Examiner who works closely with the design and construction professions to insure that all new construction and major renovations in institutional, educational, and assembly facilities comply with the various State Codes.

The remaining field personnel of the Office of the State Fire Marshal are active on a daily basis in conducting inspections of various types of occupancies and are responsible for line level fire investigations within their district.

OFFICE OF STATE FIRE MARSHAL ORGANIZATIONAL CHART


Commissioner
of
Public Safety
State Fire
Marshal
Supervisor
Patient Care
Facilities
Ass't. State
Fire Marshal
Plans
Examiner
Inspectors
Investigators

PROGRAM: In FY 79, the Office of the State Fire Marshal drafted ten pieces of legislation to clarify and strengthen the authority of his office. All ten bills were passed into law. The Fire Marshal's Office also assisted members of the 109th Legislature in drafting legislation regulating the installation of foam plastic insulation. The office was also active in working with the Business Legislation Committee on the licensing of polygraph examiners.

Throughout the year, the Fire Marshal's Office, with assistance from the Maine Criminal Justice Academy, the vocational technical institutes, and the Director of Fire Services Training, has provided instruction for fire department personnel in the use of the new Maine Fire Incident Reporting System. The office, in conjunction with the Criminal Justice Academy, secured a small grant from the Maine Law Enforcement Planning and Assistance Agency for a 40-hour training course for municipal fire investigative teams composed of one fire fighter and one police officer. Because of the demand for this course, additional sessions will be scheduled. Members of the Fire Marshal's Office, in cooperation with the Southern Maine Vocational Technical Institute, provided a 40-hour Hazardous Materials Training Course for members of State and municipal fire and police agencies.

Laboratory capability of the Fire Marshal's Office was expanded with the purchase of a computerized gas chromatograph which is now in operation in the laboratory of the Department of Human Services.

During FY 79, the Maine Fire Incident Reporting System began actively collecting data on the occurrence of fires and their causes throughout the State. The reporting base continues to grow as more departments are trained and become active in the system.

The rate of fraudulant and incendiary fires has continued to increase throughout the State and in an attempt to combat the problem, several measures have been provided.

An Arson Information Award Program was designed with the assistance and support of the State insurance industry.

Intensive first on scene fire investigation training has been provided by the Fire Marshal's Office to individual fire departments.

A program was initiated to provide advance training on fire and arson investigations for members of the Fire Marshal's staff.

New fire investigation forms were designed and are presently being field tested and, when validated, will become part of a computerized arson information management system.

The plans review section of the Fire Marshal's Office has developed a training course on the utilization of the Life Safety and other appropriate codes which is available to municipal fire and building inspectors as well as the design and construction professions.

During the fall and winter months, the office was very active in speaking before numerous civic, social and service organizations on the problems associated with wood burning appliances.

The Supervisor of Patient Care Facilities section and his inspectors continue to provide staff training for patient care facilities in areas of fire safety, prevention, evacuation, and other emergency procedures in case of fire.

LICENSES, PERMITS, ETC.:

License:
- Travelling Circuses, Carnivals, Amusement Shows, & Mechanical Rides.
  - Theaters & Motion Picture Houses.
- Motor Vehicle Racing.
- Fireworks Display.
- Fireworks, Competent Operator.

Permit:
- Construction Permits & Plans Review.
- Explosives, Transportation & Storage.
- Flammable Liquids, Above & Underground.
- Fire Prevention Building Code.

PUBLICATIONS:

Rules and Regulations Relating to Gasoline and Other Flammable Liquids (No Fee).
Rules and Regulations for the Keeping, Dispensing or Transporting of Explosives (No Fee).
Rules and Regulations Governing Storage and Display of Fireworks (No Fee).
Rules and Regulations Governing the Proper Operation of Mechanical Rides (No Fee).
Rules and Regulations Governing the Tents, and Equipment of Circuses and Traveling Amusement Shows (No Fee).
Rules and Regulations Relating To Structures Used By The Public As Spectators During Motor Vehicle Racing (No Fee).
Rules and Regulations Relating To Motion Picture Theatres (To be updated) (No Fee).
1976 Edition of Life Safety Code ($4.25 per copy).

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

OFFICE OF THE STATE FIRE MARSHAL	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	273,735		273,735			
Bal Brt Fwd— Encumbered	7,079		7,079			
Licenses/Permits/Fees/Tax	511,599		511,599			
Revenue From Federal Govt	2,500				2,500	
Revenue—Private Sources	500		500			
Fees Charged For Services	78,419		78,419			
Receipts From Other Funds	233		233			
Adjustment of Balance Fwd.	−16,953		−17,615		662	
TOTAL RESOURCES	857,112		853,950		3,162	
EXPENDITURES						
Salaries and Wages	363,003		363,003			
State Share of Retirement	54,707		54,707			
Other Fringe Benefits	1,404		1,404			
Prof Service, Not By State	24,692		23,536		1,156	
Computer Service, By State	1,573		1,573			
Other Prof. Serv., By State	19,844		19,532		312	
Travel Expenses, In-State	6,722		6,466		256	
Travel Expense, Out-State	4,622		4,378		244	
Operation—State Vehicles	35,934		35,934			
Utilities	9,896		9,896			
Rents	12,432		12,432			
Repairs	786		786			
Insurance	9,084		9,084			
General Operating Expense	11,640		10,795		845	
Other Supplies	16,838		16,511		327	
Equipment Purchases	31,012		31,012			
Trans. to Gen.-Fund Sta-Cap	6,286		6,243		43	
TOTAL EXPENDITURES	610,475		607,292		3,183	

BUREAU OF LIQUOR ENFORCEMENT

JOHN S. MARTIN, DIRECTOR

Central Office: *Telephone:* 289-3571
Location: 10 Water Street, Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 06; *Umbrella:* 16; *Unit:* 226; *Unit Citation:* 25 M.R.S.A., Sect. 2902

Average Count—All Positions: 20 *Permanent Legislative Count:* 22

PURPOSE: The mission of the Bureau of Liquor Enforcement is to regulate and enforce all liquor laws in compliance with the statutes and the Commission's Rules and Regulations. This goal is accomplished mainly through the efforts of liquor inspectors who work under the direction of the chief inspector and an assigned supervisor, but normally acts independently in the field. Each inspector is responsible for the conduct of approximately 200 liquor outlets within his designated territory. The inspector is virtually concerned with the administration and enforcement of the State Liquor Laws (Title 28) and the Rules and Regulations of the Liquor Commission. Also, field investigations and inspections on both retail and wholesale levels are made in order to secure and verify information for legal and administrative purposes. Field inspectors spend many hours in an undercover status engaged in the investigation and apprehension of persons selling and possessing intoxicating liquor without a State of Maine Liquor License. Furthermore inspectors of the Bureau give presentations on Maine Liquor Laws and Commission's Rules and Regulations to holders of liquor licenses and their employees, to aid in the prevention of violations and to prevent possession of intoxicating liquor by persons under the age of 20 years, as well as many other violations. In the course of work, an inspector has considerable contact with state and local officials, law enforcement officers, attorneys, professional groups, and the general public.

ORGANIZATION: The Maine Liquor Commission was established by the Legislature in 1933 with the liquor inspectors under its control. In 1947, the liquor inspectors were placed under the State Personnel Law, which forced prospective inspectors to take State examinations in order to be eligible for inspector positions. The Legislature, six years later, created the Division of Liquor Licensing and Enforcement within the State Commission. Due to governmental reorganization in 1971, the Enforcement Division of the State Liquor Commission was placed under the newly created Department of Public Safety and was titled the Bureau of Liquor Enforcement. In 1973, for the first time in its history, the Bureau devised a manual related to the standard operating procedure. Also in 1973, there was the creation of five field areas, (Portland, Lewiston, Augusta, Bangor, and Presque Isle) each commanded by an Inspector II, with the rank of sergeant.

In 1977 full arrest powers for any offense committed in the presence of an inspector were granted by the Legislature and required members to attend the Criminal Justice Academy for training.

The Director of the Bureau of Liquor Enforcement meets with the Commissioner of Public Safety on a regular basis to discuss any problems or new ideas in regard to policies or operating procedures of the Bureau. The area sergeants meet once a month with the director to report on activities and field problems in their related areas. The director reports to the area sergeants on any new policies formulated either by the director or by the Department of Public Safety. The area sergeants hold sectional meetings with the field inspectors monthly to inform them of any new operating procedures or policies, as well as to discuss any field problems.

PROGRAM: The Bureau has continued to hold meetings with licensees and their employees throughout the State. This program has not only been informative to licensees and their employees but has brought an awareness to the Bureau of the problems facing license holders throughout the State.

Warning Systems. The Bureau issued 395 written warnings during FY79 for minor infractions of the liquor laws and the Commission's rules & regulations. Through this system, the Bureau documented infractions of the licensee and brought to their attention complaints that had been received so that they could rectify the operation. The warning system has been received favorably by the license holders throughout the State and definitely will be a continued program for the Bureau of Liquor Enforcement.

During FY79 the Bureau completed its visitations to clubs throughout the State, talking to the club officials, directors, and managers. However, this program will be continued in its entirety due to the substantial turnover of the club officials, directors, and managers.

Premise Inspection Reporting System (PIRS). Throughout the year the Bureau conducted a total of 2,374 licensee premise inspections; and a total of 10,152 licensee premise checks were conducted during both day and night patrols. Furthermore, a total of 673 violations as a result of the PIRS were corrected in the field by Liquor Enforcement officers.

During FY79 a total of 275 violations against licensed premises were cited in before the Administrative Court concerning possible suspension or revocation of licenses. Total fines and restitution made to the State as a result of the above activities is $57,005.00 with 147 license probationary days. As a result of criminal citations in Maine Courts, $15,085.00 was paid in fines, thus total fines amounted to $72,090.00 for FY79.

As with most dynamic agencies in State Government, effective operations are a mix of meeting today's needs while planning for tomorrow. The following represents some of each.

Instructors. The Bureau to date has four (4) qualified police instructors, graduates from the Maine Criminal Justice Academy, in instruction of police personnel. These four individuals instruct at the State Police Academy, also at the Basic Police School at the Maine Criminal Justice Academy and at numerous in-service schools held by municipal police throughout the State. It is one of the goals of the Bureau to further train personnel in this field so the program may be enlarged. This would enable all law enforcement agencies to receive basic liquor enforcement training and further training concerning how to handle liquor-related problems.

Increased Manpower. At present the Bureau consists of a Director, 16 Field Inspectors, 2 Clerical Personnel and 1 Mechanic. It is the primary goal of the Bureau to increase its personnel. There are some 3,500 liquor licensed premises in the State that are now allowed to open for sale of liquor Monday thru Saturday 6 A.M.—1 A.M. and on Sundays 12 Noon—1 A.M. The increased hours of sale also increase the hours that violations may occur. Selling on Sunday before the legal hour of sale is still a problem, as are illegal sales and possession of intoxicating liquor with intent to sell. Due to lack of manpower, all areas of liquor enforcement are not receiving enough attention.

Procuring for Minors. Procuring is the act of an individual purchasing intoxicating liquor for persons under the legal age. This offense has risen sharply in the last few years. The Bureau believes this is a result of our present program of holding licensee presentation and closer working relationships with the Maine liquor licensee holders. Part of the presentation given is the identification of false identification cards. The Bureau believes the method to combat this offense is the delegation of more authority to stop vehicles through the use of blue light and siren, the prescribed safety devices used by all other law enforcement agencies.

Illegal Importation. On January 1, 1978, it became law for people to return beer and soda containers. The Bureau of Liquor Enforcement has been conducting a study in regards to an increase in importation of beer into the State. It is without question an increasing problem that faces the Bureau and a plan of action to address this situation is currently being formulated.

Agency Stores. During FY79 the number of agency stores in the State of Maine rose to 50. These outlets sell spirituous, vinous, and malt liquors. The Bureau of Liquor Enforcement is closely monitoring this new type of license so that it may adjust to any problems that arise in the future.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF LIQUOR ENFORCEMENT	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	994	994				
Legislative Approp/Alloc	400,200	400,200				
Transfers—Non-Federal $	20,634	20,634				
TOTAL RESOURCES	421,828	421,828				
EXPENDITURES						
Salaries and Wages	278,000	278,000				
State Share of Retirement	42,035	42,035				
Other Fringe Benefits	622	622				
Prof Service, Not By State	2,343	2,343				
Other Prof. Serv., By State	8,399	8,399				
Travel Expenses, In-State	1,024	1,024				
Operation—State Vehicles	23,841	23,841				
Utilities	2,735	2,735				
Repairs	435	435				
Insurance	10,250	10,250				
General Operating Expense	641	641				
Other Supplies	4,875	4,875				
Misc Grants to Individual	2,000	2,000				
Pensions	16,133	16,133				
Equipment Purchases	23,874	23,874				
TOTAL EXPENDITURES	417,207	417,207				

BOARD OF TRUSTEES OF THE MAINE CRIMINAL JUSTICE ACADEMY

SAWYER SYLVESTER, Chairman

Central Office: *Telephone:* 289-2788
Location: 93 Silver Street, Waterville
Mail Address: 93 Silver Street, Waterville, Maine 04333

Established: 1969 *Sunset Review Required by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 06; *Umbrella:* 16; *Unit:* 227; *Unit Citation:* 25 M.R.S.A., Sect. 2802

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The primary responsibilities of the Board of Trustees of the Maine Criminal Justice Academy are as follows: to certify and to set the standards for certification of graduates of the Academy, to promulgate the standards for recruitment of Academy students and finally, to prescribe the content of the curriculum. Furthermore, the Board of Trustees is empowered to certify and set standards for the certification of sheriffs, Maine police chiefs, law enforcement officers, and correction officers.

ORGANIZATION: In 1975, the 107th Legislature increased the membership of the Board of Trustees from 11 to 12 and added to the powers and duties of the Board the training and certification of sheriffs and State Police enlisted personnel. The Legislature also removed the position of Academy Director from the classified service.

The Academy Board of Trustees consists of 13 members as follows: the Commissioner of Public Safety, the Attorney General, and the Commissioner of Mental Health and Corrections, all ex officio; and the following members who are appointed by the Governor: a commissioned officer of the State Police, a county sheriff, a chief of a municipal police department, two officers of municipal police departments, an educator, a representative from a criminal justice agency not involved in the general enforcement of Maine criminal laws, a representative of a federal law enforcement agency, a citizen and a municipal officer. All board members serve three year terms except for those ex officio members (or their designees) who remain on the board during their term of office.

It is the Commissioner of Public Safety's responsibility to supervise the training programs of the Academy, to employ, subject to the Personnel Law, all personnel required to operate the Academy, to lease, rent or acquire adequate facilities at a location determined by the Board of Trustees, to conduct the Academy's training programs, and finally, to accept any federal funds that might be made available to the Academy. The Commissioner and the Board of Trustees jointly appoint a director whose statutory duty is to plan, direct and supervise the day-to-day operations of the Academy and to carry out the policies of the Trustees.

PROGRAM: See the Maine Criminal Justice Academy.

LICENSES, PERMITS, ETC.:

Executive Certificates: To Eligible Chiefs of Police & Sheriffs.

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $94.00 in FY79 and are, by administrative decision, included with those of the Maine Criminal Justice Academy.

MAINE CRIMINAL JUSTICE ACADEMY

MAURICE C. HARVEY, DIRECTOR

Central Office: *Telephone:* 289-2788
Location: 93 Silver Street, Waterville
Mail Address: 93 Silver Street, Waterville, Maine 04333

Established: 1973 *Sunset Review Required by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 06; *Umbrella:* 16; *Unit:* 228; *Unit Citation:* 25 M.R.S.A. Sect. 2801

Average Count—All Positions: 14 *Permanent Legislative Count:* 13

PURPOSE: The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement personnel of the State and for other criminal justice personnel; to promote the highest levels of professional law enforcement performance; and to facilitate coordination and cooperation between various law enforcement and criminal justice agencies.

ORGANIZATION: The Maine Criminal Justice Academy was established to provide a central training facility for all law enforcement and corrections personnel of the State and also for criminal justice personnel. The Academy shall serve to promote the highest levels of professional law enforcement performance and to facilitate coordination and cooperation between various law enforcement and criminal justice agencies.

The Maine Criminal Justice Academy was created in 1969 by the 104th Legislature as the Maine Police Academy, under a Board of Commissioner, to provide a facility and training for Maine Law Enforcement Officers. In 1970, the Academy was renamed Maine Law Enforcement and Criminal Justice Academy and its authority broadened to include participation by all criminal justice personnel. In 1971, the Legislature passed a mandatory police training law which required that all full-time municipal police officers employed after September 23, 1971, complete a basic police school at the Academy within one year of their appointment.

That same year, under State Government reorganization, the Board of Commissioners was redesigned Board of Trustees and the Academy was placed within the new Department of Public Safety. In 1973, the Academy received its present name, and in 1974, legislation was enacted to clarify the mandatory in-service training requirement and provide an enforcement provision to the mandatory police training law. In 1978, the Maine Legislature amended the statute to provide for mandatory training of all State and County Correctional Officers. The statute requires a minimum of 80 hours of entry level training.

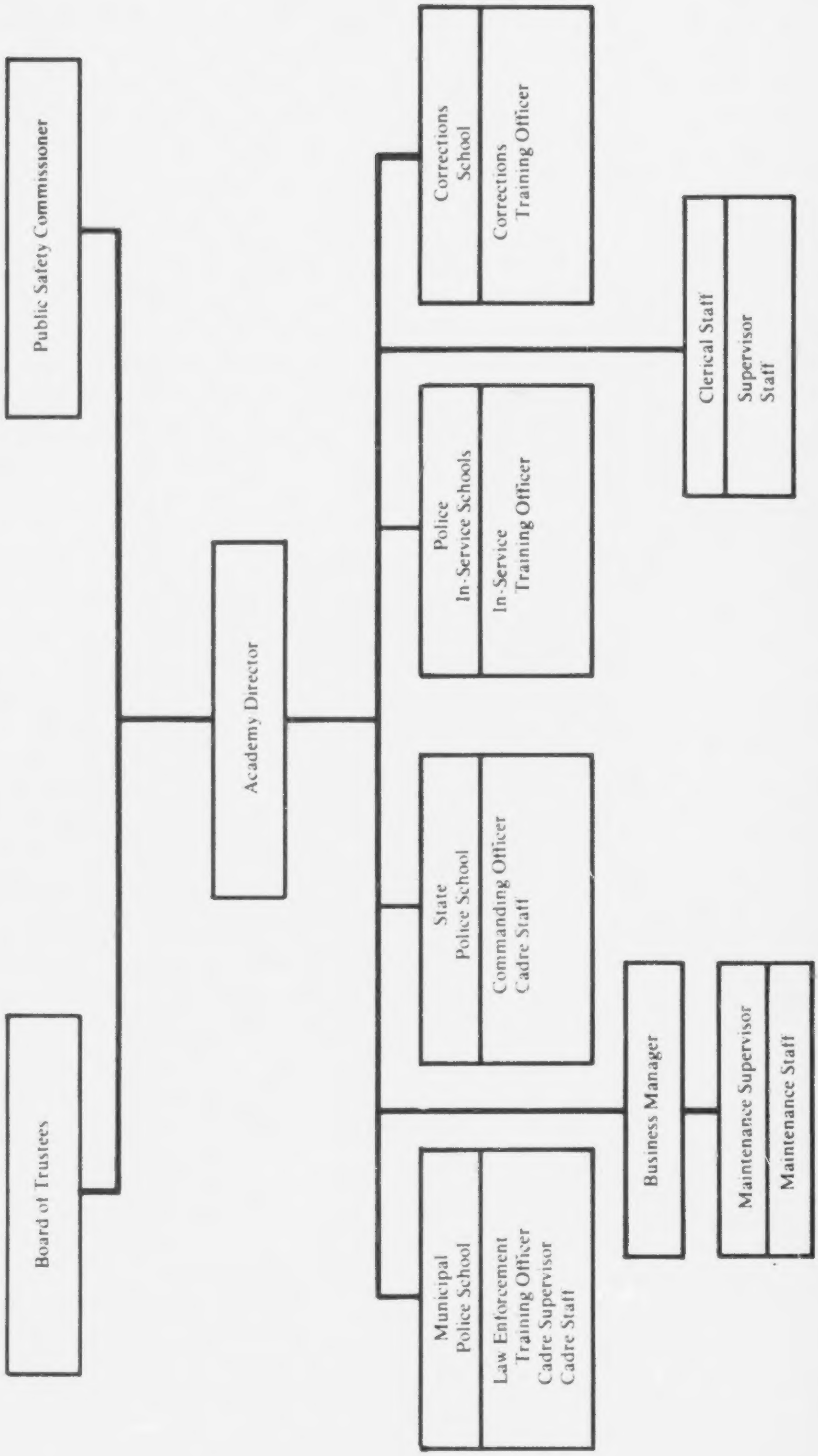
The administrator of the Academy is the Director, who is appointed jointly by the Commissioner of the Department of Public Safety and the Academy Board of Trustees. The Academy Director has the statutory duty to plan, direct and supervise the day-to-day operations of the Academy and carry out the policies of the Trustees. The Director also reports to the Commissioner, who has the administrative authority over the Academy.

PROGRAM: During FY79 the Board of Trustees promulgated new rules and regulations to conform with the Administrative Procedure Act and issued an Administrative Provision Manual. The Trustees certified 154 Law enforcement officers and 151 correction officers. They also waived 10 law enforcement training requirements and waived 190 correction officers training requirements. The Trustees certified 8 courses of instruction and issued 32 Instructor Certifications. They recognized 11 Chiefs/Sheriffs who met the required experience, training and education for Executive Certification.

LICENSES, PERMITS, ETC.:
Basic Certificate (full-time law enforcement/correction personnel)
Chief/Sheriff Certification
Instructor Certification
Course Certification

PUBLICATIONS: None.

MAINE CRIMINAL JUSTICE ACADEMY ORGANIZATIONAL STRUCTURE


Board of Trustees
Public Safety Commissioner
Academy Director
Municipal Police School
Law Enforcement Training Officer
Cadre Supervisor
Cadre Staff
State Police School
Commanding Officer
Cadre Staff
Police In-Service Schools
In-Service Training Officer
Corrections School
Corrections Training Officer
Business Manager
Maintenance Supervisor
Maintenance Staff
Clerical Staff
Supervisor
Staff

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE CRIMINAL JUSTICE ACADEMY	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	24,261		24,261			
Bal Brt Fwd— Encumbered	8,975	8,975				
Revenue From Local Govts	21,442		21,442			
Fees Charged For Services	11,279		11,279			
Legislative Approp/Alloc	332,200	332,200				
Adjustment of Balance Fwd	—394	307	—6,864		6,163	
Transfers—Non-Federal $	26,264	26,264				
Transfers—Federal $	56,182				56,182	
TOTAL RESOURCES	480,209	367,746	50,118		62,345	
EXPENDITURES						
Salaries and Wages	193,463	174,605			18,858	
State Share of Retirement	18,094	17,017			1,077	
Other Fringe Benefits	10	10				
Prof Service, Not By State	87,961	62,158	14,995		10,808	
Other Prof. Serv., By State	5,024	6,286	—8,108		6,846	
Travel Expenses, In-State	4,094	1,328	—1,064		3,830	
Travel Expense, Out-State	155	67	88			
Operation—State Vehicles	10,808	7,162	3,646			
Utilities	11,976	11,976				
Rents	857	260	597			
Repairs	3,497	3,313	33		151	
Insurance	5,660	5,448			212	
General Operating Expense	14,072	10,377	749		2,946	
Fuel	10,686	10,686				
Other Supplies	32,788	16,361	8,625		7,802	
Grants to Local Govts	10,130	10,130				
Pensions	323	323				
Equipment Purchases	—304	—304				
Trans. to Gen.-Fund Sta-Cap	1,238		548		690	
TOTAL EXPENDITURES	410,532	337,203	20,109		53,220	

DIVISION OF SPECIAL INVESTIGATIONS

MELVIN GRAVES, DIRECTOR

SHERMAN E. HARRINGTON, JR., Deputy Director

Central Office: *Telephone:* 872-5989
Location: 93 Silver Street, Waterville *Floor:* 2
Mail Address: 93 Silver Street, Waterville, Maine 04901

Established: October 1977 *Sunset Review Required by:* June 30, 1980

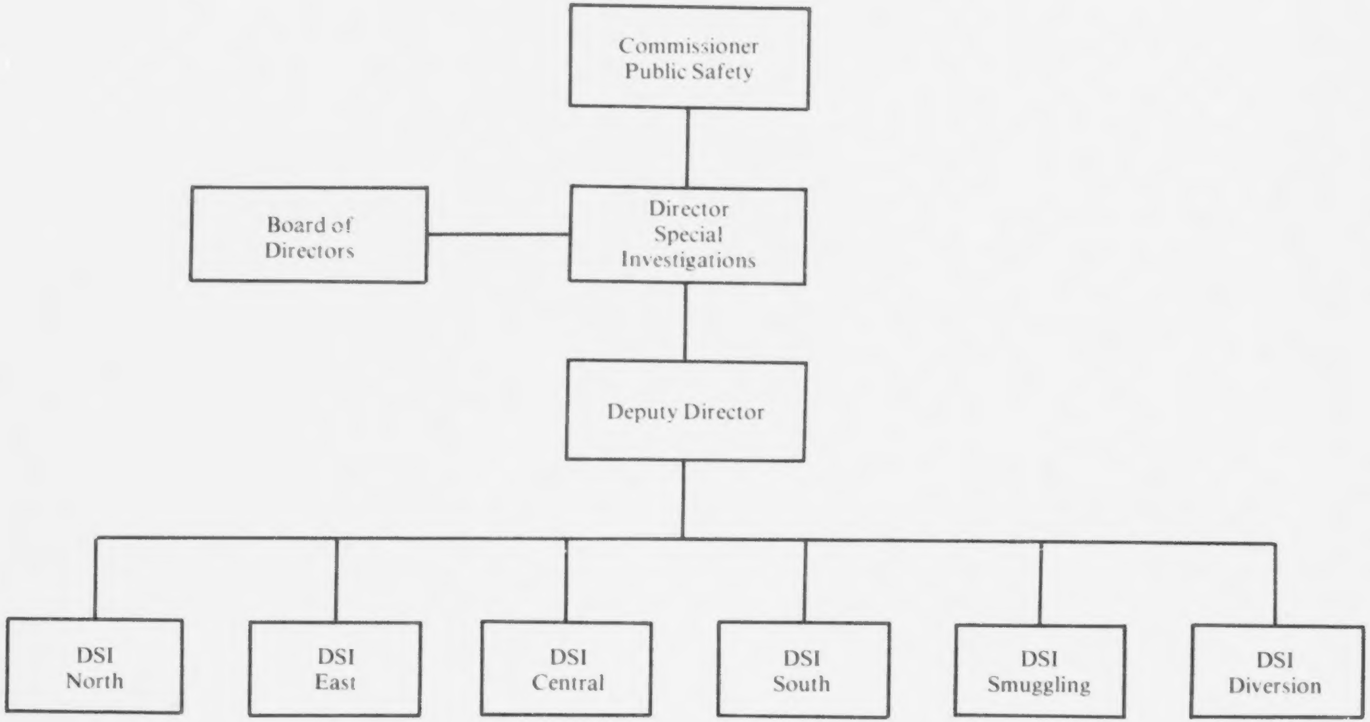
Maine State Government Reference Manual Data:
Policy Area: 06; *Umbrella:* 16; *Unit:* 240; *Unit Citation:* 25 M.R.S.A., Sect. 2911

Average Count—All Positions: 3 *Permanent Legislative Count:* 3

Organizational Units:
DSI North
DSI East
DSI Central
DSI South
DSI Smuggling
DSI Diversion Investigative Unit (DIU)

PURPOSE: The Division of Special Investigations (DSI) is commissioned with the powers and duties to investigate violations of all drug control laws of the State of Maine and related criminal activities. DSI assists federal, state, county and municipal law enforcement agencies in their efforts to enforce drug laws.

ORGANIZATIONAL CHART
DIVISION OF SPECIAL INVESTIGATIONS


Commissioner
Public Safety
Board of
Directors
Director
Special
Investigations
Deputy Director
DSI
North
DSI
East
DSI
Central
DSI
South
DSI
Smuggling
DSI
Diversion

Activities that are investigated include: drug diversion—legal drugs diverted into the illegal market, i.e. hospitals, pharmacies, doctors, etc.; and smuggling of drugs from outside the State. The Division is also responsible for documenting drug information to federal, state, county and local law enforcement agencies as well as for providing drug education to the State of Maine.

ORGANIZATION: The Commissioner of Public Safety establishes and maintains the Division of Special Investigations (DSI) within the Department of Public Safety. The Division functions are carried out by a director, deputy director and secretary, the only three fulltime positions, and all based at the administrative office in Waterville. There are seven other functional units within the organization, namely, an intelligence officer, smuggling unit, drug diversion unit, and offices in Northern, Eastern, Central, and Southern Maine. All positions within the units are occupied by personnel donated by state, county and local police agencies.

PROGRAM: The Division of Special Investigations (DSI) activity increased substantially during 1978. There were 522 drug or drug related cases developed during the year which represents an increase of 76 percent over 1977. This is a total of 31.6 percent of all cases developed by DSI since its inception.

Drug Investigation Unit (DIU): This unit has become operational as a result of a DEA grant for the next two years. During the year, 1,249,626 prescription units were discovered by DIU to have been diverted into the illegal market with a street value of 2.2 million dollars.

Smuggling Unit: The Smuggling Unit has been involved in 12 cases during 1978. The Unit, in cooperation with other state, local, county and federal agencies, has arrested 79 individuals on 150 felony indictments. The Unit has seized 109,800 pounds of marijuana, 1,500 pounds of hashish, 2.082 million dollars in cash and equipment. At a wholesale price, this represents 38.832 million dollars seized by this Division.

Drug Intelligence Unit: This unit has placed over 1,500 names into records with over 90 percent of those being identified, involved in drug activity with substantial criminal backgrounds.

DSI continues to be active in speaking engagements. In FY79 there were 114 speaking engagements involving 385 hours. An established standard operation plan change in forms and reporting methods was created within the Division during 1978.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DIVISION OF SPECIAL INVESTIGATIONS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd— Encumbered	1,437	1,437				
Revenue From Federal Govt	54,354				54,354	
Legislative Approp/Alloc	200,000	200,000				
Transfers—Non-Federal $	—17,000	—17,000				
TOTAL RESOURCES	238,791	184,437			54,354	
EXPENDITURES						
Salaries and Wages	49,207	25,524			23,683	
State Share of Retirement	5,456	2,969			2,487	
Other Fringe Benefits	280	10			270	
Prof Service, Not By State	30,105	29,830			275	
Other Prof. Serv., By State	1,347	1,040			307	
Travel Expenses, In-State	—93	—1,030			937	
Travel Expense, Out-State	716	93			623	
Operation—State Vehicles	29,946	29,914			32	
Utilities	16,168	15,098			1,070	
Rents	4,690	102			4,588	
Repairs	2,878	2,801			77	
Insurance	1,146	536			610	
General Operating Expense	34,900	34,652			248	
Other Supplies	23,536	22,310			1,226	
Equipment Purchases	35,466	17,969			17,497	
Trans to Gen-Fund Sta-Cap	399				399	
TOTAL EXPENDITURES	236,147	181,818			54,329	

BOARD OF DIRECTORS OF THE DIVISION OF SPECIAL INVESTIGATIONS

LAURIER A. VEILLEUX, CHAIRMAN
DARRELL CRANDALL, Vice-Chairman

Central Office: *Telephone:* 872-5989
Location: 93 Silver Street, Waterville *Floor:* 2
Mail Address: 93 Silver Street, Waterville, Maine 04901

Established: October 1977 *Sunset Review Required by:* June 30, 1980

Maine State Government Reference Manual Data:
Policy Area: 06; *Umbrella:* 16; *Unit:* 241; *Unit Citation:* 25 M.R.S.A., Sect. 2912

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Board of Directors of the Division of Special Investigations (DSI) is established to assist and advise the Division in formulating operational guidelines to coordinate efforts pertaining to the enforcement of drug control laws and the investigation of related criminal activity. The Board provides guidance regarding the utilization of donated police personnel and for the establishment and scope of a centralized intelligence system.

The Board is further responsible for direct participation regarding the selectmen and reappointments of the director and deputy director. The Board meets at the call of the chairman at least once every second calendar month.

ORGANIZATION: The Board of Directors within the Division of Special Investigations (DSI) consists of 11 members as follows: The Commissioner of Public Safety, ex officio, or his designee; the Attorney General, ex officio, or his designee; and the following additional members that are appointed by the Commissioner of Public Safety: 9 representatives who are municipal police chiefs, sheriffs or district attorneys, 2 of whom are from the Cumberland, Lincoln, Sagadahoc and York County area; 2 from the Androscoggin, Kennebec, Somerset, Oxford and Franklin County area; 2 from the Waldo, Penobscot, Piscataquis, Hancock, Knox and Washington County area; 2 from Aroostook County; and one at-large. The board was organized by selecting a chairman and a vice-chairman from among its members.

The Attorney General, or his designee, and the Commissioner of Public Safety, or his designee, are members of the board during their terms of office. All of the other members of the board serve for a term of three years.

PROGRAM: During fiscal year 1979 the Division's Board of Directors met on four occasions. Discussions centered around operational enforcement activities and the need for additional and specialized equipment and manpower. Several incumbent Board members were reappointed and two new appointments were made in compliance with enacting legislation.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit are, by administrative decision, included with those of the Division of Special Investigations.

ADVISORY COMMITTEE FOR THE TRAINING OF FIREMEN

FRANCIS E. RODERICK, CONSULTANT

Central Office: *Telephone:* 289-3367
Location: Education Bldg., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1959 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 06; *Umbrella:* 92; *Unit:* 326; *Unit Citation:* 20 M.R.S.A., Sect. 2552

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The purpose of the Advisory Committee for the Training of Firemen is to guide and advise the consultant of the Fire Service Training Program on policies affecting training and education in the State of Maine.

ORGANIZATION: The Advisory Committee's membership is composed of two members representing fire chiefs, two members representing fire fighters, two members representing municipal government, one member representing insurance concerns, one member representing the Department of Educational and Cultural Services, and finally, one member from an industrial or institutional fire brigade.

PROGRAM: During FY79, the Advisory Committee has reviewed the delivery of the Fire Service Training Program and recommended the continuation of the following: (1) the present programs of local fire departments to up-grade fire personnel skills on equipment and apparatus, (2) the Maine State Fire Academy's offering of the National Fire Protection Associations Inc., National Fire Code 1001, Fire Fighter Competencies Levels I and II with State Certification available upon successful completion, and (3) the development of a State Plan on Training and Education for all Maine Fire Services. The Advisory Committee has recommended the minimum entry level to become a part time Fire Service Training Instructor and minimum requirement to be maintained as a Fire Service Training Instructor.

PUBLICATIONS:

1. Legal Research of Maine's Fire Protection Laws—Free.
2. Automotive Fire Apparatus Procurement Guide—Free.
3. Fire Ground Hydraulics (Basic)—Free.
4. Fire Ground Hydraulics (Advanced)—Free.
5. Maine's Fire Chiefs Directory—Free.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $208 in FY79 and are, by administrative decision included with those of the Department of Educational and Cultural Services.

HAZARDOUS MATERIALS ADVISORY BOARD

LESLIE HIGGINS, ACTING DIRECTOR, CEP
ROBERT T. CASPOLE, Radiological Officer

Central Office: *Telephone:* 289-3211
Location: Statehouse, Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: March, 1978 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 06; *Umbrella:* 92; *Unit:* 434; *Unit Citation:* 25 M.R.S.A., Sect. 256

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Hazardous Materials Advisory Board was created to insure the adequate protection of the citizens of Maine against the risks to life and property which are inherent in the transportation of hazardous materials in commerce.

ORGANIZATION: The Hazardous Materials Advisory Board was established in March of 1978 by the 108th Legislature, to be composed of the following: the Director of Civil Emergency Preparedness or his designee, who shall serve as chairman; the Commissioner of Agriculture or his designee; the Commissioner of Environmental Protection or his designee; the Commissioner of Public Safety or his designee; the State Fire Marshal or his designee; the Commissioner of Human Services or his designee; the Commissioner of Transportation or his designee; and the Attorney General or his designee. These members shall appoint 2 public representatives from industry and associations which transport or have an interest in the transportation of hazardous materials.

Due to the vast scope of Hazardous Materials, the Hazardous Materials Advisory Board added as participating members, representation of the Public Utilities Commission and the Fire Services Training Section of the Department of Educational and Cultural Services.

PROGRAM: The Hazardous Materials Advisory Board (HMAB) during FY79 had as its goal the establishment of hazardous materials training for first on the scene responders; police, fire, rescue, etc. Complimentary additional goals include contingency funds ($100,000) for emergency cleanup of hazardous materials spills, an inventory of hazardous materials in Maine and the institution of two permanent positions to work full time on hazardous materials programs/matters. All of these goals continued into FY80. During the year the Bureau of Civil Emergency Preparedness submitted Legislation to the Governor's Office during FY79 to accomplish many of these goals. However, none of the submitted Legislation went forward to the Legislature.

HAZ-MAT (hazardous materials) training is being accomplished by Civil Emergency Preparedness, the Department of Education and the Fire Marshals. Unfortunately, monetary and personnel limitations have severely restricted accomplishment of many goals.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: This unit is not authorized to receive or expend funds.

MAINE VETERANS SMALL BUSINESS LOAN AUTHORITY BOARD

ROBERT G. O'MALLEY, MANAGER

Central Office: *Telephone:* 289-2094
Location: 1 Community Drive, Augusta *Floor:* 2
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1974 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 06; *Umbrella:* 99; *Unit:* 216; *Unit Citation:* 37A M.R.S.A., Sect. 41

Average Count—All Positions: 2 *Permanent Legislative Count:* 2

PURPOSE: The Maine Veterans Small Business Loan Authority Board, in recognition of the services and sacrifices of Maine's men and women who have served their State and country through honorable service in the Armed Forces of the United States in time of war or national emergency, was established to enlarge the opportunities for employment of Maine's veterans; stimulate the flow of private investment funds to Maine's veterans; and insure the preservation and betterment of the economy of the State of Maine. The Board is authorized to insure the payment of up to eighty percent of mortgage loans to resident Maine veterans of the Armed Forces of the United States, secured by eligible projects; and upon application of the proposed lender, to insure loan payments required by the first mortgage on any eligible project, upon such terms and conditions as the Authority may prescribe, provided the aggregate amount of principal obligations of all mortgages so insured outstanding at any one time shall not exceed $4 million. The Board is further authorized to enter into agreements with prospective borrowers and lenders for the purpose of planning, designing, constructing, acquiring, altering, and financing eligible projects; the Board acquires, holds and disposes of real and personal property and make and enter into all contracts, leases, agreements and arrangements necessary or incidental to the performance of its duties; and accepts from a federal agency, loans or grants for the planning or financing of any eligible project, and enters into agreements with such agency respecting any such loans or grants.

ORGANIZATION: This Board is comprised of a Board of Directors, a manager, and a secretary.

The Directors meet once a month to review and approve loan requests. The Board consists of 9 members, including the Director of Veterans Services and 8 members appointed at large by the Governor.

PROGRAM: After its fifth year of operation, the Maine Veterans Small Business Loan Authority Board approved loans representing $2,782,000. This was accomplished through 40 banks throughout the State.

The different types of businesses are as varied as the locations involved. Examples of various enterprises served by this Board include: lobstering, office supply companies, construction, barber shop/hair styling, custom picture framing and gallery, refuse and waste collection, television repair, grocery store, and artificial limb companies, service stations, broadcasting, Servicemaster and Chem Clean Companies, public accounting, security agencies, landscaping, saw mill, card and gift shops, electricians, ice cream wholesale distributors, printing companies, launderette, convenience type food markets, body shop, service station and taxi business, law practice, lawn and garden center, insulation company, and cedar shavings businesses.

The Board has had to honor its guarantee on only 3 loans for a total of $8,280 during its current year of operation. This is a very small loss ratio; much lower than was ever anticipated when this program was developed. Projections after 5 years of operations stated losses of $250,000. As evidence by the performance the Authority experienced less than 15 percent of that amount. The new businesses which have been established are estimated to be generating $4 million in sales. They are also paying taxes in various forms to the local and State government. The overall economy and benefit to the State would seem to more than justify the performance of this Board.

A bill was passed by the Legislature and signed into law by the Governor increasing the individual loaning limits from $15,000 to $30,000. In November of 1976 the public by referendum increased the overall limits from $2 million to $4 million.

LICENSES, PERMITS, ETC.: Loan Authorization and Guarantees.

PUBLICATIONS: Fact sheet explaining the program.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

MAINE VETERANS SMALL BUSINESS LOAN AUTHORITY BOARD	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Interest/Investment/Rents	6,559					6,559
Fees Charged For Services	9,634					9,634
TOTAL RESOURCES	16,193					16,193
EXPENDITURES						
Salaries and Wages	21,199					21,199
State Share of Retirement	2,335					2,335
Prof Service, Not By State	130					130
Travel Expenses, In-State	1,998					1,998
Utilities	585					585
Rents	1,178					1,178
Insurance	458					458
General Operating Expense	6,077					6,077
Other Supplies	231					231
Depreciation	117					117
Equipment Purchases	45					45
Trans. to Gen.-Fund Sta-Cap	619					619
TOTAL EXPENDITURES	34,972					34,972

CIVIL AIR PATROL

COLONEL JOSEPH R. MELROSE, JR., WING COMMANDER

LT. COL. LINWOOD F. WRIGHT, Deputy Wing Commander

Central Office: *Telephone:* 207-622-7722
Location: Airport, Winthrop Street, Augusta *Floor:* 2
Mail Address: Winthrop Street-Airport, Augusta, Maine 04330

Established: 1941 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 06; *Umbrella:* 99; *Unit:* 238; *Unit Citation:* 6 M.R.S.A., Sect. 16

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

Organizational Units:
A. Maine Wing, Civil Air Patrol, Wing Headquarters, Augusta, Maine

B. Subordinate Units:
  1. Auburn Composite Squadron—Auburn
  2. Augusta-Gardiner Composite Squadron—Augusta
  3. Bangor-Brewer Composite Squadron—Bangor
  4. Brunswick-Topsham Composite Squadron—Topsham
  5. Caribou Composite Squadron—Caribou
  6. Dexter Senior Squadron—Dexter
  7. Down-East Patrol Composite Squadron—Ellsworth
  8. Greater Portland Composite Squadron—South Portland
  9. Liberty Cadet Squadron—Berwick
  10. Oxford Senior Squadron—Rumford
  11. Pinetree Senior Squadron—Bath
  12. Waterville Composite Squadron—Waterville

PURPOSE: The Civil Air Patrol was established to provide an organization to encourage and aid United States citizens in the contribution of their efforts, services and resources in the development of aviation and in the maintenance of aerospace supremacy. The Patrol also encourages, and develops, by example, the voluntary contribution of private citizens to the public welfare and provides aviation and aerospace education and training, especially to its senior and cadet members. The Patrol encourages and fosters civil aviation in local communities; and provides an organization of private citizens with adequate facilities to assist in meeting local, state and national emergencies.

ORGANIZATION: The Civil Air Patrol (CAP) is a private, nonprofit corporation which functions in accordance with its constitution and bylaws, regulations, and other directives issued by the National Board, the National Executive Committee, and the National Commander of the CAP. It was established December 1, 1941, and incorporated by the United States Congress on July 1, 1946. On May 26, 1948, the Civil Air Patrol became a civilian auxiliary of the United States Air Force by act of Congress. The Public Law and its amendments did not change the character of the CAP as a private corporation nor make it an agency of the U.S. Government, but gave the Secretary of the Air Force certain authority to furnish assistance to the CAP and to accept and utilize the services in the fulfillment of the noncombatant mission of the Air Force.

The Corporate Field Organization consists of the National Headquarters at Maxwell Air Force Base in Alabama; eight regional headquarters—Northeast, Middle East, Great Lakes, Southeast, North Central, Southwest, Rocky Mountain, and Pacific; and fifty-two wings—one for each state, the District of Columbia, and Puerto Rico. A wing is comprised of the wing headquarters and all the units within its geographical boundaries. Wing Commanders are elected by the National Executive Committee and have command authority over all CAP units and members thereof, within their respective wings. The squadron is the community level organization of the CAP, and includes three types: Senior Squadrons, composed of senior members only; Cadet Squadrons, composed primarily of cadets with a minimum of three seniors to meet supervisory, administrative and training requirements in the conduct of cadet programs; and Composite Squadrons, composed of both senior and cadet members and conducting both senior and cadet programs.

The Maine wing of the CAP consists of the Wing Headquarters at the Augusta State Airport and twelve Senior and Composite Squadrons located in communities throughout the State. The Director of the Bureau of Aeronautics of the Department of Transportation allocates and supervises any funds made available by the Legislature to the CAP which may expend such funds in a manner to most effectively carry out its purposes and objectives.

The Maine Wing Civil Air Patrol is the only state-wide aviation organization with search capability at this time.

PROGRAM: The activities of the Maine Wing Civil Air Patrol (CAP) are administered by the Wing Headquarters located in Augusta at the State Airport with a field organization consisting of twelve squadrons located throughout the State.

At the Wing Headquarters a mission headquarters is maintained in operational status with telephone and radio communications facilities and other necessary equipment to conduct search missions on a local or state-wide basis.

Another mission headquarters is maintained in an operational status at the Bangor International Airport. At this location also are telephone and radio communication facilities connected to the Augusta Headquarters. During search missions one or both headquarters may be used depending on the area of the state to be searched and number of aircraft and personnel involved.

During the last fiscal year aircraft and personnel of the Maine Wing CAP spent many hours searching the state. Every aircraft flying today is required to have an Emergency Locator Transmitter aboard. When one of these starts transmitting because of a crash, malfunction or human error it is necessary to dispatch search aircraft to locate the signal because it is being transmitted on a distress frequency. Maine Wing aircraft located several aircraft by means of ELT's (Emergency Locator Transmittors) and were also involved in missing aircraft searches during the last fiscal year.

Six corporate aircraft are presently located in the State of Maine: Augusta State Airport—one Cessna 172, Bangor—one Cessna 305A, Dixfield—one Aero Commander Lark, Dexter—one Piper 140, Portland—one Cessna 150, Waterville—one Cessna 150.

A VHF Repeater station is maintained and operated by the Maine Wing at Auburn as part of our communications network. Fixed land, ground mobile and air mobile radio stations are used to support our long range and short range networks which span the state.

The Civil Air Patrol Aerospace Education program continues to make available guest speakers and material concerning aviation past, present, and future. Furthermore, a flight simulator is available at Wing Headquarters for flight personnel to use and increase their proficiency.

Cadets of the Maine Wing gained knowledge of the U.S. Air Force by attending a week long encampment at Pease Air Force Base, New Hampshire during the summer and a survival course was taught by U.S. Navy personnel from NAS Brunswick to cadets and seniors at the Rangeley facility.

PUBLICATIONS: Publications concerning Civil Air Patrol and prices are available from "The Bookstore", National Headquarters, Civil Air Patrol, Maxwell Air Force Base, Alabama 36112.

FINANCES, FISCAL YEAR 1979: 6 MRSA, Section 16 provides that expenditures of this unit, which amounted to approximately $5,000 in FY 79, shall be borne by the Department of Transportation. By administrative decision, these funds are included with those of the Bureau of Aeronautics.

BOARD OF TRUSTEES OF MAINE VETERANS HOME

ROBERT C. MacFARLAND, CHAIRMAN

Central Office: *Telephone:* 354-6528
Location: Thomaston, Maine
Mail Address: 21 Gleason St., Thomaston, Me. 04861

Established: 1977 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 06; *Umbrella:* 99; *Unit:* 397; *Unit Citation:* 37A M.R.S.A., Sect. 1402

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Board of Trustees of Maine Veterans Home was established to plan, build, put into operation and operate a home for veterans in the State of Maine.

ORGANIZATION: The Board of Trustees of Maine Veterans Home was established in 1977 and consists of nine members appointed by the Governor for overlapping terms of three years under limitations provided by Statute.

The Board elects a Chairman, Vice Chairman and Secretary from its members and is assisted by the Bureau of Public Improvements in advisory and technical matters. It may employ such assistance as deemed necessary after the construction phase starts. The members of the Board serve without pay, but may be reimbursed for expenses.

The Board must meet at least six times annually.

PROGRAM: The Board had its first meeting on April 28, 1978, elected a Chairman and Secretary and voted to elect a Vice Chairman at a later date.

The Board investigated possible sites, began the process of selecting an architect, and met with Federal Government Veteran's Administration (VA) officials for information concerning Federal Funding and filing preliminary request for reimbursement of funds.

The Board held ten meetings during FY 79. A site presently owned by the State was selected as best for the home, taking into consideration requirements for utilities and nearness to the VA at Togus. Several negative items, including Mobile pipeline and soil conditions, were also considered.

Stevens Architects of Portland were hired for the preliminary architectural work. Pre-application forms were accepted by the Veterans Administration. Funds were appropriated by the Legislature for more detailed plans and work necessary to complete process of submitting Certificate of Need application and submitting material to Veterans Administration for final approval of reimbursement of a portion of construction costs.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: Special note: The Legislature has appropriated $165,000 (LD 1248) for the operations of the Board. Congress has, in its FY80 Federal VA Budget, sufficient funds to cover 65% reimbursement of the estimated $6 million cost of the project. This item has been passed by both House and Senate and should remain in the budget. The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BOARD OF TRUSTEES OF MAINE VETERANS HOME	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
RESOURCES						
Interest/Investment/Rents	41					41
Fees Charged For Services	1,135					1,135
TOTAL RESOURCES	1,176					1,176
EXPENDITURES						
Travel Expenses, In-State	590					590
Travel Expense, Out-State	7					7
Other Supplies	18					18
TOTAL EXPENDITURES	615					615

STATE
POLICY
AREA **07**

Transportation

Department of Transportation

Other Independent Agencies, Boards, Commissions
Including: Maine Turnpike Authority

DIRIGO
MAINE

DEPARTMENT OF TRANSPORTATION

ROGER L. MALLAR, COMMISSIONER
RICHARD A. LUETTICH, Deputy Commissioner
DANIEL WEBSTER, JR., Deputy Commissioner

Central Office: *Telephone:* 289-2551
Location: Transportation Bldg., Augusta *Floor:* 3
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1981

Maine State Government Reference Manual Data:
Policy Area: 07; *Umbrella:* 17; *Unit:* 229; *Unit Citation:* 23 M.R.S.A., Sect. 4205

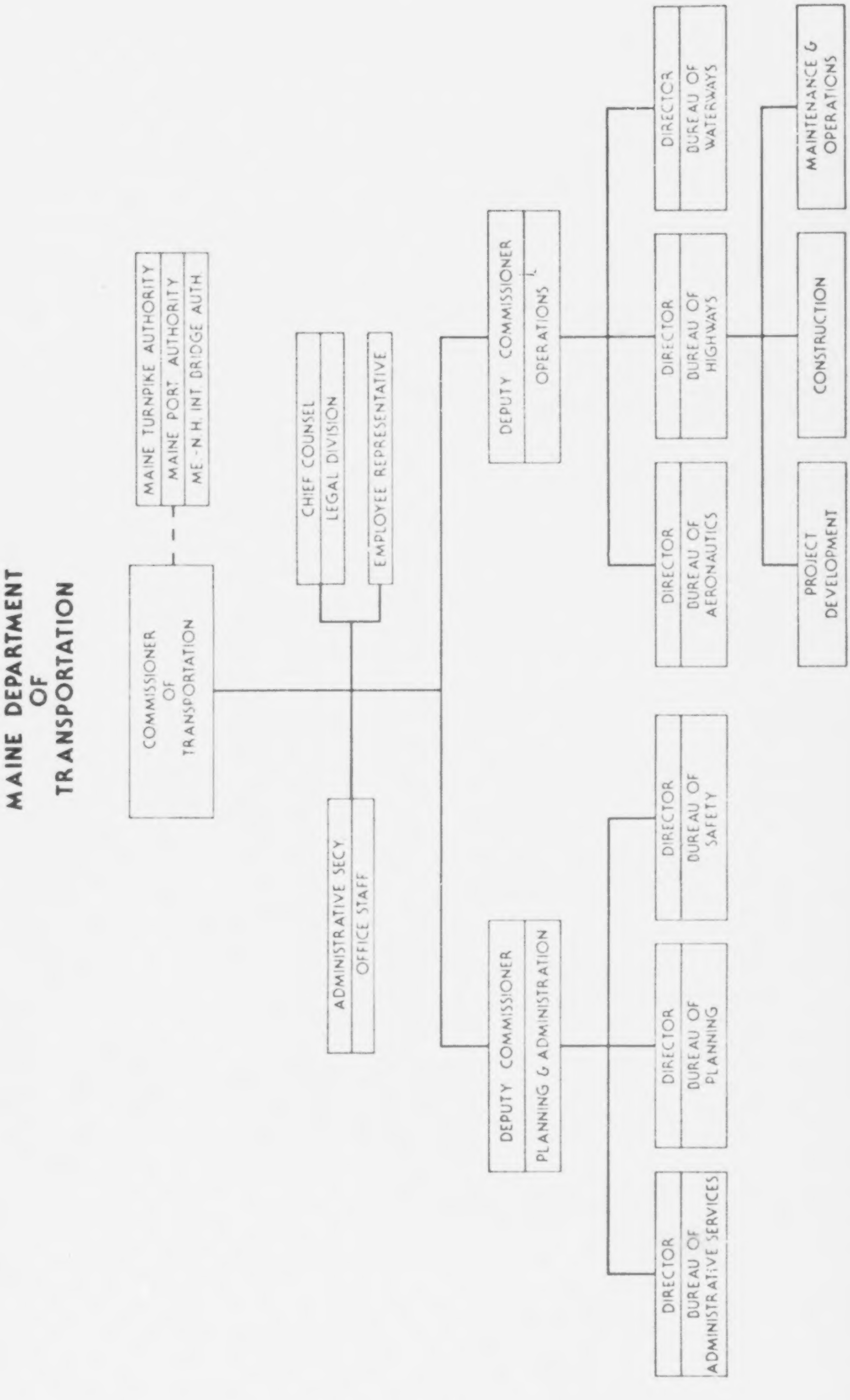
Average Count—All Positions: 2,700 *Permanent Legislative Count:* 0

Organizational Units:
Bureau of Administrative Services (Transportation)
Bureau of Transportation Planning and Services
Legal Services Division (Transportation)
Bureau of Highways
Bureau of Waterways
Bureau of Safety
Bureau of Aeronautics
Maine State Ferry Advisory Board
Maine Highway Safety Committee
Maine Port Authority

PURPOSE: The Department of Transportation was established to plan and develop adequate, safe and efficient transportation facilities and services which will contribute to the economic growth of the State of Maine and the well-being of its people.

Through the authority vested in the Commissioner of Transportation, the primary responsibilities of the Department are to develop comprehensive, balanced plans and policies to meet present and future needs for adequate, safe and efficient transportation facilities in the State of Maine. The Department also assists in the development, operation and maintenance of services and facilities and stimulates active support for and develops, administers and promotes transportation safety actions throughout the State. The Department assists in the planning, construction, operation and maintenance of an internal highway system which will consider scenic value, safety aspects, economic implications and compatibility with national, regional and local programs, and which is designed to meet present and future needs of the State of Maine. Also, the Department acquires, constructs, operates and maintains harbor facilities as required to support and implement the planned development of coastal resources, ports and harbors, and operates and maintains safe, adequate and efficient port and water transportation facilities essential to the well-being of Maine citizens and the economic growth of the State. Other responsibilities of the Department are to administer laws relating to aeronautics, advance interest in aeronautics and plan, develop, assist and advise in the development of aviation resources within the State. Furthermore the Department accepts, receives and administers for the State, all federal or other moneys intended for transportation or which would further or advance the intent or purposes for which the Department was established.

With the major expansion of the State's highway system since the 1930's and increasing State responsibility for highway construction, maintenance and allied activities, the Commission grew to encompass a large central office in Augusta and seven divisional offices located throughout the State. In State Government reorganization legislation of 1972, the Commission was abolished, and all of its units, functions and activities were incorporated into a new Department of Transportation. The legislation also consolidated within the Department other independent, transportation-oriented agencies of the State, including the Department of Aeronautics (established 1969), the Economic Advisory Board (established 1951), the Maine Port Authority (established 1929), the Advisory Committee of Ferry Service (established 1957), the Scenic Highway Board (established 1969), the Highway Safety Committee (established


MAINE DEPARTMENT OF TRANSPORTATION

COMMISSIONER OF TRANSPORTATION
MAINE TURNPIKE AUTHORITY
MAINE PORT AUTHORITY
ME.-N.H. INT. BRIDGE AUTH.
CHIEF COUNSEL
LEGAL DIVISION
EMPLOYEE REPRESENTATIVE
ADMINISTRATIVE SECY
OFFICE STAFF
DEPUTY COMMISSIONER
OPERATIONS
DIRECTOR
BUREAU OF AERONAUTICS
DIRECTOR
BUREAU OF HIGHWAYS
DIRECTOR
BUREAU OF WATERWAYS
PROJECT DEVELOPMENT
CONSTRUCTION
MAINTENANCE & OPERATIONS
DEPUTY COMMISSIONER
PLANNING & ADMINISTRATION
DIRECTOR
BUREAU OF ADMINISTRATIVE SERVICES
DIRECTOR
BUREAU OF PLANNING
DIRECTOR
BUREAU OF SAFETY

CONSOLIDATED FINANCIAL CHART FOR FY 79
DEPARTMENT OF TRANSPORTATION

	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	43,618,992	775,337	51,030	41,281,472		1,511,153
Bal Brt Fwd— Encumbered	9,998,811	132,534	3,665	9,816,244		46,368
Licenses/Permits/Fees/Tax	2,975		2,975			
Interest/Investment/Rents	151,957					151,957
Revenue From Federal Govt	48,859,976			—598	48,854,501	6,073
Revenue From Local Govts	4,101,862			4,101,862		
Revenue—Private Sources	41,271			28,274		12,997
Fees Charged For Services	10,555,494		24,048	522,039		10,009,407
Receipts From Other Funds	142,138			93,307		48,831
Sale of Securities	1,000,000					1,000,000
Legislative Approp/Alloc	80,329,223	1,379,526		78,949,697		
Non-Rev Rcpts—Credits	170,000			170,000		
Adjustment of Balance Fwd	4,772,472	1,597		2,186,813	2,584,062	
Transfers—Non-Federal $	5,652,396	99,924		5,552,472		
Transfers—Federal $	21,251				21,251	
TOTAL RESOURCES	209,418,818	2,388,918	81,718	142,701,582	51,459,814	12,786,786
EXPENDITURES						
Salaries and Wages	30,729,728	68,574		28,860,015		1,801,139
State Share of Retirement	3,861,819	8,069		3,389,303		464,447
Prof Service, Not By State	2,665,080	54,264	18,316	2,435,068	34,914	122,518
Other Prof. Serv., By State	524,442	8,094		447,844		68,504
Travel Expenses, In-State	1,125,891	5,127	435	1,087,405		32,924
Travel Expense, Out-State	31,525	1,567	2,487	25,543		1,928
Operation—State Vehicles	8,740,485	46,784	6,278	5,121		8,682,302
Utilities	797,765	4,629	719	617,496		174,921
Rents	14,915,330	824		14,725,065		189,441
Repairs	844,741	84,628		102,221	309,517	348,375
Insurance	1,059,727	1,715		819,844		238,168
General Operating Expense	1,851,945	8,031	7,859	443,246		1,392,809
Food	—3,044			—3,044		
Fuel	370,982	2,788		59,804		308,390
Other Supplies	513,336	774	178	421,377		91,007
Depreciation	249,719					249,719
Highway Materials	10,869,215	822		10,867,408		985
Grants to Local Govts.	4,549,846	168,637		4,410,572	—117,092	87,729
Grants to Pub. & Priv. Orgs.	861,922	5,000		856,922		
Public Assistance Grants	30					30
Misc. Grants to Individual	1,358			1,358		
Pensions	424,467			424,300		167
Land And Land Rights	2,243,157	33,388		2,209,769		
Buildings & Improvements	45,758	6,747		39,011		
Equipment Purchases	287,751			287,683	8,274	—8,206
Structures & Improvements	52,607,599		4,302	12,405,571	40,197,726	
Equipment Construction	52,591	52,591				
Debt Retirement, Interest	7,345,957			7,216,387		129,570
Chgs. To Asset/Liab. Accts.	11,552					11,552
Transfer to General Fund	262,009			262,009		
Trans. to Highway Fund	585,346	346		585,000		
Trans. to Intragov Fund	235,000			235,000		
Trans. to Enterprise Fund	960,113	960,113				
Trans. to Gen.-Fund Sta-Cap	681,783		1,216	592,766	3,894	83,907
TOTAL EXPENDITURES	150,304,925	1,523,512	41,790	93,830,064	40,437,233	14,472,326

1963) and the Vehicle Equipment Safety Commission (established 1963). Further, the legislation required the Commissioner of Transportation to organize the Department into five bureaus and one division, specifically, the Bureaus of Administrative Services, Transportation Planning and Services (designated Bureau of Planning in 1974), Aeronautics, Highways, and Waterways and the Legal Services Division; and to organize such other bureaus, divisions and units as he deems necessary to fulfill the duties of the Department.

The Commissioner was authorized to retain members of the Economic Advisory Board, Advisory Committee of Ferry Service, Scenic Highway Board and Highway Safety Committee to serve in an advisory capacity for a period not to exceed two years, and to organize and create advisory committees for purposes and lengths of time as he deems necessary, subject to approval of the Governor. Subsequently, various functional units have been established within the bureaus of the Department, and in 1974, transportation safety activities of the Department were consolidated in a new Bureau of Safety. The Department established a Ferry Service Advisory Committee in 1975.

ORGANIZATION: The Department of Transportation originated in 1905 with the establishment of a Commissioner of Highways, appointed by the Governor, to compile statistics, disseminate knowledge, investigate the securing of better highways and advise county and town officers concerning the best and most economical means of building and maintaining highways and sidewalks. In 1907, the Commissioner became supervisor of a new State Highway Department, created to apportion money to political subdivisions, plan road improvements and let contracts for road construction. In 1913, both the Department and the office of Commissioner of Highways were abolished with the establishment of the State Highway Commission, consisting of three members appointed by the Governor, two members of whom were to serve terms of three years and the third member, as chairman, a term of seven years. Appointment of a Chief Engineer of the State Highway Commission was also authorized at this time as the officer in charge of the Commission's office and records and all highway construction and maintenance functions. The office of Chief Engineer was abolished in 1921 and restored in 1930.

The move by the Department of Transportation to the new Transportation Building commenced in June 1976 and was completed in the latter part of the month. This move consolidated all the various departments that were previously located on the fourth and fifth floors of the State Office Building, the Vickery-Hill Building, the Aeronautics Building at the Augusta State Airport and various offices on State Street and Sewall Street into one location on Child Street.

PROGRAM: The program of the Department of Transportation is administered by its statutorily created components which are individually reported in subsequent entries.

Bureau of Safety. The objectives of the Bureau of Safety are to establish and implement programs devoted toward minimizing deaths and injuries on Maine highways and to establish and implement programs of personnel safety for Department employees. Federal highway safety funding is provided by the National Highway Traffic Safety Administration and the Federal Highway Administration which allows for the development and the implementation of a statewide highway safety program. The Highway Safety Program encompasses the areas of Driver Education, Pupil Transportation Safety, Highway Safety Planning, Driver Testing and Licensing, Alcohol Control, Emergency Medical Services, Driver Control and Improvement, Identification and Surveillance of Accident Locations, Highway Law Enforcement Statewide, Traffic Engineering Services and Traffic Safety Education. These programs provide a comprehensive and effective highway safety effort which involves implementation by State, county and municipal agencies with the major objective of reduction in annual highway fatalities, injuries and accidents.

Defensive Driving Course. The Defensive Driving Course which is part of the Driver Control and Improvement Program was presented at approximately 150 locations throughout the State with approximately 7,000 people completing the course. Students now completing the course receive a three point credit on their driver record.

Seatbelt Convincer. The Bureau has continued to be involved in the promotion of the use of safety belts in vehicles and the Department's seat belt convincer which is a device which simulates a 7 mph impact and firmly convinces the rider of the importance of wearing seat belts was used extensively. Over 5,000 people rode the convincer with an additional 20,000 others observing the impact.

Another of the Bureau's functions is the maintenance of a Highway Safety Film Library which processed over 3,000 requests for the loan of highway safety films.

In addition to the federally funded highway safety programs, the Bureau coordinates safety training programs for Department of Transportation employees; reviews, investigates and processes accident and damage claims received by the Department of Transportation; reviews and processes Workmen's Compensation claims; and reviews and processes Tort claims.

LICENSES, PERMITS, ETC.: Listed under the separate units of the Department.

PUBLICATIONS: Listed under the separate units of the Department.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

DEPT. OF TRANSPORTATION (Chief Administrative Unit)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	1,256,853	566,048				690,805
Bal Brt Fwd— Encumbered	175,498	132,059				43,439
Interest/Investment/Rents	74,194					74,194
Fees Charged For Services	9,246,525					9,246,525
Receipts From Other Funds	14,736					14,736
Sale of Securities	1,000,000					1,000,000
Adjustment of Balance Fwd	1,677	1,677				
Transfers—Non-Federal $	58,215	58,215				
TOTAL RESOURCES	11,827,698	757,999				11,069,699
EXPENDITURES						
Salaries and Wages	923,103					923,103
State Share of Retirement	361,887					361,887
Prof Service, Not By State	63,363	52,871				10,492
Other Prof Serv, By State	6,225	6,122				103
Travel Expenses, In-State	7,357					7,357
Travel Expense, Out-State	646					646
Operation—State Vehicles	8,414,665					8,414,665
Utilities	126,845					126,845
Rents	143,675					143,675
Repairs	289,346	80,734				208,612
Insurance	103,833					103,833
General Operating Expense	1,371,284	3				1,371,281
Fuel	278,682					278,682
Other Supplies	71,324					71,324
Depreciation	227,788					227,788
Grants to Local Govts.	121,366	33,637				87,729
Pensions	167					167
Land and Land Rights	33,388	33,388				
Buildings & Improvements	6,747	6,747				
Equipment Purchases	—8,274					—8,274
Equipment Construction	52,591	52,591				
Trans. to Gen.-Fund Sta-Cap	63,168					63,168
TOTAL EXPENDITURES	12,659,176	266,093				12,393,083

MAINE HIGHWAY SAFETY COMMITTEE

LEONE G. ALLEN, CHAIRMAN

Central Office: *Telephone:* 289-2581
Location: Transportation Bldg., Augusta *Floor:* 1
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1974 *Sunset Review Required by:* June 30, 1981

Maine State Government Reference Manual Data:
Policy Area: 07; *Umbrella:* 17; *Unit:* 229A; *Unit Citation:* 23 M.R.S.A., Sect. 4205

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Maine Highway Safety Committee is established to advise the Commissioner of Transportation on those matters relating to highway safety. The Committee serves as a liason between the Maine Department of Transportation, Maine communities and citizens. The objective is the development of effective local involvement in Highway Safety Programs and the development of a greater mutual understanding of the total highway safety effort.

ORGANIZATION: The Maine Highway Safety Committee was established in 1957 with members appointed by the Governor. In the organization of the Department of Transportation in 1972, the Committee was transferred to the Department, with the Commissioner authorized to retain the members in an advisory capacity for no more than two years, and with authority to create a new advisory committee as he deems necessary, subject to approval of the Governor. The Maine Highway Safety Committee was re-established administratively in 1974 and consists of not more than twenty-five members selected by the Commissioner from State, civic, religious, industrial and similar groups and organizations with interests relating to highway safety, serving at the pleasure of the Commissioner.

PROGRAM: The Maine Highway Safety Committee program involves regular meetings of the entire committee usually held on a quarterly basis. The Committee is further broken down into sub-committees on Defensive Driving, Public Information, Alcohol and Drug Education, Alcohol Control, Legislative, Bicycle, Safety Belt, Signing, and Local Safety which also work together on a regular basis and report back to meetings of the entire Committee. Major objectives for the year have been to try to assist in lowering the rate of alcohol-related accidents, promoting of more frequent eye testing, promoting of seat belt usage, increasing of public information activities, and promoting of motorcycle helmet usage. The Committee in planning for fiscal year 80, has selected alcohol control, alcohol and drug education, judicial review, defensive driving course, safety belt usage, local safety council establishment, legislative activities, and public information as major areas of concern.

PUBLICATIONS:
Maine Highway Safety Committee Quarterly Newsletter—No fee

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $1,200 in FY 79 and are, by administrative decision, included with those of the Department of Transportation.

BUREAU OF ADMINISTRATIVE SERVICES (TRANSPORTATION)

HENRY L. CRANSHAW, DIRECTOR
STANLEY J. SOBUS, Assistant Director

Central Office: *Telephone:* 289-2641
Location: Transportation Bldg., Augusta *Floor:* 3
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1981

Maine State Government Reference Manual Data:
Policy Area: 07; *Umbrella:* 17; *Unit:* 231; *Unit Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 74 *Permanent Legislative Count:* 0

Organizational Units:
Computer Services Group
Personnel Section
Finance and Accounting Section
Systems and Procedures
Purchasing Unit
Audit, Internal and External
Central Stores and Reproduction

PURPOSE: The Bureau of Administrative Services was established to provide administrative and financial management support and services necessary to the successful accomplishment of the goals and responsibilities of the Department of Transportation. Through the authority vested in the Commissioner of Transportation, the Bureau is authorized to provide administrative and financial management support and services relative to all activities of the Department of Transportation, including technical assistance and support to enable maximum utilization of available computer services in both engineering and data processing fields; accounting, auditing and budgetary functions; operation of a central supply and reproduction unit; purchasing services; and departmental personnel functions.

ORGANIZATION: The Bureau of Administrative Services originated as the Division of Accounts and Administration of the former State Highway Commission, established in 1913. In the State Government re-organization of 1972, the Commission was abolished and the functions of the Division were transferred to the new Department of Transportation, to be assumed by the Department's Bureau of Administration. Effective June 28, 1974, the Bureau was renamed to meet the statutory requirement for a Bureau of Administrative Services to be established within the Department.

PROGRAM: A full-time Affirmative Action Officer was hired to upgrade and strengthen MDOT's Affirmative Action and Equal Employment Opportunity (EEO) programs. During the past year, in-service workshops have been conducted for supervisors and foremen in the field maintenance division offices. Programs have also been conducted on EEO regulations and policy as well as interviewing techniques. In addition, preliminary planning has been initiated to design and develop training programs for minorities and women in non-traditional jobs.

The Maine Sunset Act required the Department to provide a justification report to the Legislative Committee on Performance Audit concerning the operations, effectiveness, public need and objectives of all DOT programs. Considerable effort was employed during the second quarter of fiscal year 1979 by the Systems and Procedures Division in developing and preparing reports for the thirty-five programs administered by the Department.

In an effort to increase the cash flow of Federal funds received from the Federal Highway Administration, the Bureau initiated a bi-monthly billing system. Federal bills were previously submitted on a monthly basis and the present bi-monthly billing system will result in additional income through increased interest revenues.

Efforts continue in the implementation phase of the Motor Transport Service Management Information System during fiscal year 1979. Data processing equipment has been installed at nine DOT Motor Transport system locations and objectives are being met as more efficient and effective inventory and fleet equipment management become a reality. Parallel manual inventory systems will be dropped in the near future to allow for full implementation of automated inventory processing and record keeping. Related subsystems are currently being tested for future implementation.

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF ADMINISTRATIVE SERVICES (TRANSPORTATION)	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	2,972,267			2,972,267		
Bal Brt Fwd— Encumbered	61,156			61,156		
Revenue From Local Govts	50,129			50,129		
Fees Charged For Services	238,988			238,988		
Receipts From Other Funds	1,517			1,517		
Legislative Approp/Alloc	6,210,660			6,210,660		
Non-Rev Rcpts—Credits	170,000			170,000		
Transfers—Non-Federal $	—2,696,492			—2,696,492		
TOTAL RESOURCES	7,008,225			7,008,225		
EXPENDITURES						
Salaries and Wages	2,116,433			2,116,433		
State Share of Retirement	281,017			281,017		
Prof Service, Not By State	257,020			257,020		
Other Prof. Serv., By State	23,047			23,047		
Travel Expenses, In-State	52,158			52,158		
Travel Expense, Out-State	10,034			10,034		
Operation—State Vehicles	111			111		
Utilities	216,938			216,938		
Rents	296,531			296,531		
Repairs	27,156			27,156		
Insurance	61,881			61,881		
General Operating Expense	125,054			125,054		
Fuel	23,014			23,014		
Other Supplies	259,000			259,000		
Highway Materials	113,334			113,334		
Misc Grants to Individual	32			32		
Pensions	350,872			350,872		
Land And Land Rights	1,255			1,255		
Buildings & Improvements	2,098			2,098		
Equipment Purchases	24,543			24,543		
Structures & Improvements	50			50		
Transfer to General Fund	262,009			262,009		
Trans. to Highway Fund	585,000			585,000		
Trans to Intragov Fund	235,000			235,000		
Trans. to Gen.-Fund Sta-Cap	92,041			92,041		
TOTAL EXPENDITURES	5,415,628			5,415,628		

BUREAU OF TRANSPORTATION PLANNING AND SERVICES

DANIEL WEBSTER, JR., DIRECTOR
GEDEON G. PICHER, Assistant Director

Central Office: *Telephone:* 289-3131
Location: Transportation Bldg., Augusta *Floor:* 3
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1981

Maine State Government Reference Manual Data:
Policy Area: 07; *Umbrella:* 17; *Unit:* 232; *Unit Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 66 *Permanent Legislative Count:* 0

Organizational Units:
Environmental Services Division
Highway Systems and Programming Division
Data Resources Division
Airport Planning Division
Transportation Services Division
Special Services Division

PURPOSE: The Bureau of Transportation Planning and Services was established to ensure provision of adequate, safe and efficient transportation facilities and services that are essential to the economic growth of the State of Maine and the well-being of its people, through comprehensive planning assistance to the Commissioner of Transportation.

Through the authority vested in the Commissioner of Transportation, the Bureau is authorized to assist in the development of comprehensive, balanced transportation policy and planning as will meet present and future needs for adequate, safe and efficient transportation. The Bureau also assists in the development of transportation facilities and services in the State and promotes the coordinated and efficient use of all available and future modes of transportation. The Bureau appears as chief spokesman for the State as the Commissioner's representative, before such national, regional, state and local agencies, groups of organizations, including regulatory agencies, as is deemed necessary to enhance and promote the transportation interests in Maine.

ORGANIZATION: In the State Government reorganization of 1972, the State Highway Commission was abolished and functions of the Division of Planning and Traffic were transferred to the new Department of Transportation, to be assumed by the Department's administrative Bureau of Transportation Planning and Services. Expertise was added to the Bureau in order to address all modes of transportation in the State. Highway safety activities were transferred from the Bureau to the Bureau of Safety. In late 1973, the Bureau was administratively reorganized and its name changed to Bureau of Planning. Other significant changes included the transfer of the traffic section to the Maintenance and Operations Division in the Bureau of Highways, and subsequently the addition of three new service divisions to the Bureau of Planning: Transportation Services, Environmental Services, and Special Services.

PROGRAM: The changes that have evolved in the Bureau of Transportation Planning and Services represent recognition of the need for realignment of responsibilities in the light of broader and all-inclusive modal considerations. Not only are all modes examined separately, but the inter-relationships with one another are being evaluated.

During the past fiscal year, the Bureau completed an update of the Statewide Rail Plan, Fish Pier needs and also a Study in cooperation with the Department of Marine Resources. Bureau personnel are monitoring rehabilitation projects funded by the Federal Railroad Administration and the New England Regional Commission. Also in progress is a passenger assistance program for the elderly and handicapped sponsored by the Urban Mass Transportation Administration, U.S. Department of Transportation.

The Bureau is continuing to schedule its work to utilize personnel of other Divisions of the Department. This work involves hiring seasonal help during June, July and August; however, by changing the work schedule by a number of weeks, it will allow the Bureau to take up the slack during a slow season for other Divisions.

Environmental Services Division. The Bureau's Environmental Services Division maintains a continuing review process for all Departmental activities with environmental impact; reviews projects in planning phase for potential environmental impacts; and advises Departmental personnel on environmental matters. The Bureau also recommends Departmental changes in policies and procedures relating to environmental matters and administers the scenic highway program.

Highway Systems and Programming Division. This Division of the Bureau is responsible for transportation planning in the urban areas of the state and specifically for continuing transportation planning efforts in Portland and Lewiston-Auburn and for conducting special transportation studies. Also this Division is responsible for development of the Biennial Highway and Bridge Improvement Program.

Data Resources Division. One of the activities of the Bureau is provided by its Data Resources Division relating to highway data resources, including traffic counting, vehicle classification, sufficiency rating, truck weighing and travel data collections.

Airport Planning Division. This Division is responsible for conducting statewide airport planning, coordinated with all federal, state, county, town and city governmental bodies and, at times, with private industries, businesses and citizens. The Division establishes needs in an order of priority and develops appropriate airport construction programs; advises and cooperates with the Bureau of Aeronautics on airport operational problems, and supervises the development and partial funding of airport master plans throughout the State either ongoing or proposed; and responds to all requests for aviation information from other State departments and agencies.

Transportation Services Division. The Bureau's Transportation Services Division is responsible for providing an initial overview of Maine's transportation problems and suggesting priorities for response to these problems in such modes of travel as highway, air, water and rail. The Division engages in three basic types of activities: proceedings before federal regulatory agencies involving the State of Maine, transportation studies, and the development of transportation service and rate information.

Special Services Division. The Special Services Division provides four basic services, including mapping, public relations, providing information to citizens of Maine regarding policies and activities of the Department of Transportation, and provision of photographic services to bureaus of the Department. To these basic duties can be added numerous miscellaneous activities peculiar to the category of special services.

PUBLICATIONS:
Highway Sufficiency Report
Maine Highway Atlas ($6.00)
Official Maine State Transportation Map
County Maps (large scale $1.00, small scale $.15)
Urban Maps ($.75)
Transportation News

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF TRANSPORTATION PLANNING AND SERVICES	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	1,334,104			1,334,104		
Bal Brt Fwd— Encumbered	13,113			13,113		
Revenue From Federal Govt	3,048,824			—598	3,049,422	
Revenue—Private Sources	17,242			17,242		
Fees Charged For Services	13,761			13,761		
Legislative Approp/Alloc	762,600			762,600		
Adjustment of Balance Fwd	64,850			64,850		
Transfers—Non-Federal $	69,526			69,526		
Transfers—Federal $	21,251				21,251	
TOTAL RESOURCES	5,345,271			2,274,598	3,070,673	
EXPENDITURES						
Salaries and Wages	909,038			909,038		
State Share of Retirement	106,863			106,863		
Prof Service, Not By State	512,819			512,819		
Other Prof. Serv., By State	5,746			5,746		
Travel Expenses, In-State	35,332			35,332		
Travel Expense, Out-State	6,835			6,835		
Utilities	7,359			7,359		
Rents	52,574			52,574		
Repairs	3,194			3,194		
Insurance	22,745			22,745		
General Operating Expense	28,733			28,733		
Other Supplies	33,576			33,576		
Highway Materials	2,986			2,986		
Grants to Pub. & Priv. Orgs.	852,973			852,973		
Equipment Purchases	964			964		
Structures & Improvements	788,561			—966,129	1,754,690	
Trans to Gen-Fund Sta-Cap	41,685			41,685		
TOTAL EXPENDITURES	3,411,983			1,657,293	1,754,690	

LEGAL SERVICES DIVISION (TRANSPORTATION)

JOHN B. WLODKOWSKI, CHIEF COUNSEL

Central Office: *Telephone:* 289-2681
Location: Transportation Bldg., Augusta *Floor:* 3
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1981

Maine State Government Reference Manual Data:
Policy Area: 07; *Umbrella:* 17; *Unit:* 233; *Unit Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 17 *Permanent Legislative Count:* 0

PURPOSE: The primary purpose of the Legal Division is to provide the necessary legal counsel for the Department of Transportation. Pursuant to its statutory responsibility, the Division prepares title reports and generally resolves legal problems which arise during the eminent domain process. This also requires the Division to appear before the State Claims Board and on appeal, to Superior Court. Because of the Department's diversified responsibilities, the

Division appears before various State personnel boards and commissions, State regulatory and administrative boards and on the federal level, the Interstate Commerce Commission. The Division regularly provides legal opinions and represents the Department in litigation in State and Federal Courts.

ORGANIZATION: The Legal Services Division orginated in 1962 as the Legal Division of the former State Highway Commission which was tranferred to the new Department of Transportation in State Government reorganization of 1972. In the reorganization legislation, the Commissioner of Transportation was directed to establish within the Department a Legal Services Division among other specific bureaus. This Division operates under the direction of the Chief Counsel who also holds appointment as an Assistant Attorney General.

PROGRAM: During FY 79 the Legal Division completed 1,114 and updated 64 title abstracts. Before condemnation 880 title abstracts were brought to date; another 351 were brought to date after condemnation; 60 project condemnations were checked and 81 condemnations were recorded.

The Division processed 60 State Claims Board petitions, presented 48 cases to the Board and settled 52 State Claims Board cases before going to trial. The Division also settled 4 cases before going to trial in Superior Court. It was involved in 3 jury trials in Superior Court and has 8 cases pending before the Superior Court which are unrelated to the State Claims Board. Twenty-seven cases were presented to the Workmen's Compensation Commission and 26 collection cases were processed.

During the reporting period the division rendered advice and counseling services, participated in the processing of several grievances both at the departmental and appeal board level, and wrote opinions and performed research in connection with activities of the Department. In addition, the Division reviewed an increasing amount of tort claims, some of which are pending court action.

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $270,000 in FY 79 and are, by administrative decision, included with those of the Bureau of Administrative Services (Transportation).

BUREAU OF HIGHWAYS

RICHARD A. LUETTICH, DEPUTY COMMISSIONER
RICHARD A. COLEMAN, Deputy Chief Engineer

Central Office: *Telephone:* 289-2551
Location: Transportation Bldg., Augusta *Floor:* 3
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1981

Maine State Government Reference Manual Data:
Policy Area: 07; *Umbrella:* 17; *Unit:* 234; *Unit Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 2,482 *Permanent Legislative Count:* 0

Organizational Units:
Project Development Unit
Construction Division
Maintenance and Operations Division

PURPOSE: The Bureau of Highways was established to provide for present and future needs for adequate, safe and efficient highway transportation facilities and services in the State of Maine through the design, construction, maintenance and operation of State and State Aid highway systems.

Through the authority vested in the Commissioner of Transportation, the Bureau is authorized to establish highway locations, develop plans and conduct hearings relating to highway construction; to develop necessary environmental information and construct or reconstruct highway facilities. The Bureau purchases necessary rights-of-way for highway purposes and assists other bureaus within the Department of Transportation as required in obtaining rights-of-way for other modes of transportation. The Bureau provides assistance to other bureaus of the Department in relation to materials and research activities, and administers State and town aid highway programs and provides assistance to counties and communities in connection with traffic engineering and traffic signs, signals and markings. Furthermore the Bureau administers the Motor Transport Service and provides motor transport services to other bureaus of the Department and to other State agencies as required or requested, and administers railroad-highway crossing programs on all ways of the State of Maine.

ORGANIZATION: The Bureau of Highways originated in 1905 with the establishment of a Commissioner of Highways who, in 1907, became supervisor of a new State Highway Department. Both the office of Commissioner and the Department were abolished in 1913 and their duties assumed by the newly-created State Highway Commission, consisting of three members appointed by the Governor with operations supervised by a Chief Engineer. While the office of Chief Engineer was abolished in 1921 and reestablished in 1930, the Commission endured until 1972 when it was abolished by State Government reorganization legislation and its functions transferred to the new Department of Transportation, to be assumed by the Department's Bureau of Highways.

In late 1973, a Project Development Unit was established within the bureau. Supervisory responsibility for the Project Scheduling, Location and Survey, Design, Right-of-way, and Materials and Research Divisions was assigned to the Deputy Chief Engineer. Supervisory responsibility for the Construction, and Maintenance and Operations Divisions was retained by the Deputy Commissioner of Transportation, who is also designated as Director, Bureau of Highways, and Chief Engineer.

PROGRAM: The Bureau of Highways program is implemented through its three administratively-created units.

Project Development Unit. The unit advanced 114 projects to the construction stage during the fiscal year. These projects have a contract value in excess of $43.6 million. The Department's Highway and Bridge Improvement Program has continued its emphasis of stop-gap type projects. Each project of this type is an effort toward providing the most cost-effective improvement to existing transportation facilities to serve current traffic needs. This concept allows for the improvement of a maximum number of miles of roadway and bridges with minimal environmental impact and substantial reduction in right-of-way requirements while still providing a high level of safety and service to the traveling public. Techniques employed in stop-gap level improvements include: the recycling of existing pavement and base for use in base material supporting a new bituminous concrete pavement, widening and paving of existing shoulders, use of variable depth gravel base, elimination of unnecessary guardrails, and additional drainage if necessary. Improvements of this nature, when applied to bridge structure, allow for rehabilitation or replacement of only the weak sections, while sound portions of the existing structure are maintained. The unit has processed several major stop-gap reconstruction highway improvements that represent the final project in a series, covering several programs which, when completed, will significantly upgrade the levels of safety and service of major arterial highways throughout the State.

The Project Development Unit continued its development of projects for the non-federal aid highway system as well as development of rail-highway grade crossing improvement program projects. The unit advanced 21 rail-highway projects to the construction stage representing a construction value in excess of $1.6 million. This represents major improvements to 39 rail-highway crossings; in addition, 38 hearings regarding various issues at public railroad-highway crossings have been held.

Increasing the project output of the unit has become a goal and steps have been taken to accomplish this with no significant increase in current staffing. There were 29 contracts at the close of the fiscal year being administered for consultant services. These contracts involve 16 consultant firms and require completion of preliminary and/or final design phases on 33 highway and bridge improvement projects. Greater efficiency is continually sought within each division of the Project Development Unit. The potential for design, implementation and operation of a computer-based "program/project management information system" has been evaluated by a consultant specializing in this field. Once operational, this system would streamline several Department functions and make them more responsive.

Aerial Photography. Aerial photography was continued through the use of consultants, covering 21 bridge and highway projects, and eight mapping projects to be used for alignment and feasibility studies. A new concept was initiated using low-level oblique photography and ground survey control to create a "photomontage." By generating a computerized three-dimensional view of the proposed construction and superimposing this output onto the photography with the help of artistry, a photographic view that indicates the impact of construction in the area and what it will look like in the future can be created. These have been used to good advantage at public hearings on the proposed I-395 extension in the Bangor-Brewer area. The use of surveys in the Maine State Coordinate System, where feasible, continues to show benefits, particularly in the correlation of surveys one to the other with precise grid orientation replacing the magnetic meridian, and the ability to reproduce these surveys in years to come.

Right-of-way. These activities included the following: (1) Plans were prepared for 74 projects involving the appraisal and negotiations of 1,239 parcels with a total appraised value of $1,741,736; (2) Preparation of 178 State Claims Board hearings, 5 Superior Court cases, and 37 town agreements; (3) Issued 2,113 permits and 457 licenses for off-premise signs, acquired 12 non-conforming signs (total value $14,160), removed 327 illegal and abandoned signs without compensation; (4) Received 32 well claims, of which 22 were valid, and provided a water systems for three department-owned areas, resulting in an expenditure of $34,155.72; (5) Issued about 2,000 permits accommodating utilities within the highway right-of-way; (6) Processed about 1,200 requests for information regarding highway right-of-way.

Construction Division. During FY 79, the Construction Division assumed contract administration, construction engineering and construction inspection responsiblity for one hundred-one contracts, amounting to an estimated $38,440,932, as follows:

31	Complete highway construction contracts (including bridges)
1	Highway grading contract (including bridges)
16	Highway paving contracts
2	Highway signing contracts
2	Bikeway contracts
24	Bridge construction contracts (including approaches)
2	Bridge deck replacement contracts
5	Traffic signal contracts
4	Intersection improvements contracts
3	Roadside improvement contracts
1	Scenic overlook contract
1	Selective clearing & thinning contract
1	Guard rail & fencing contract
1	Bridge end posts revisions contract
4	Pavement markings contract
3	Bureau of Waterways contracts

Maintenance and Operations Division. This division has several sections and programs as follows.

Highway Maintenance Section: In an attempt to control the spiralling costs of winter maintenance, several reductions in winter operations were undertaken during the past year. One of these was a reduction in truck fleet during other-than-normal working hours. This year, in order to reduce the fleet and still maintain the roads in a safe manner, we are experimenting in Division I, Aroostook County by installing radios in some of our plow trucks. We hope to be able to direct trucks to the trouble spots with very little lost time by use of these radios. Several cost-saving ideas have been developed over the past year. We now salvage old aluminum road signs, cut them into 4" x 8" pieces and one of our divisions applies red and green reflective tape to these and they are used as guard rail markers. These were previously bought ready made. Guard rail posts which are bent beyond the straightening stage are cut into short sections, drilled, and used as offset brackets. Each division now is making their own barricade legs. We have found that materials salvaged from outdoor advertising signs can be used; it gives our men a dry job during bad weather, and eliminates transportation charges which occur when they were made in Augusta.

We also straighten our own delineator and sign posts, and when any of the delineator posts can't be straightened, we take two and make one. We try to get a 4' section out of one and a 3' section out of another. The 3' section is driven into the ground and the 4' section is then bolted to this. This idea has made it much easier to replace damaged ones, since one person, usually the foreman, can do it by replacing one bolt. These few ideas are an example of the thinking going on in Highway Maintenance. We unfortunately, however, cannot keep up with the spiralling costs of materials. Two of our big material purchases, salt and hot mix, have gone up three and two dollars a ton in the past year. As a result we have had to cut back in the purchase of both. This will undoubtedly affect the quality of highway maintenance in the year to come.

Bridge Maintenance Section: This section continued refurbishing bridge decks on twelve structures. Painting of structural steel was started or continued on twelve major structures. Spot painting was also completed on several other bridges. Plans and specifications are being prepared to rehabilitate the electrical and mechanical systems on the Portland Bridge; deck renovations and structural steel work is being implemented on the Deer Isle-Sedgwick and Waldo-Hancock Bridges. A total of four temporary bridges were installed, one of which replaced a bridge completely destroyed during the spring run-off. Emergency work was also completed on the Martin Point Bridge, Portland-Falmouth, which consisted of replacing treated wood piles damaged by ice action. The Bridge Inspection Program is continuing as required by Federal Regulations. An additional 1000 bridges located on the Town Way System were inspected and categorized.

State Aid Program: The State Aid Program continues to have the support of Maine municipalities, as evidenced by the State having to match the State share against the Town share of 565 municipalities this past year. The flexibility of this program and the minimal standards to which State Aid Roadway may be constructed or reconstructed under the concept of maximum footage at least cost remains one of the ultimate goals of this program. Many municipalities will be, and have been, applying their State Aid Joint Fund towards roadway construction and reconstruction, Bridge Act Projects, Town Way Bridge Improvement Projects, contract-type construction, and considerable resurfacing efforts throughout the State.

Town Road Improvement Program: The Town Road Improvement Program allocated funds to improve various roads that municipalities maintain. The program allotted to 610 municipalities an amount of not less than $200 plus an allotment of $102 per mile of unimproved State Highways, State Aid roadways and Town Way roads not in the compact. During the past year, 238 municipalities utilized this program to upgrade roads under their jurisdiction using the Town Road Improvement standards.

Motor Transport Service (MTS): The Management Information System (MIS) is still in the process of implementation. The supply system is presently being converted to the computer. This represents one of the largest areas of potential cost savings to MTS. In addition, the MIS and Fleet Management system are being combined to give MTS greater management capabilities. Fourteen (14) new wheelers were added to the fleet during the past year. Thirty-five (35) new patrol trucks are scheduled for delivery early this fall. Backhoes, front-end loaders and patrol trucks are scheduled for purchase during the coming year. The two diesel cars and two diesel pickups purchased last year for an evaluation are performing very well, and testing continues.

Traffic Engineering Section: The Traffic Engineering Section continued to provide a continuous level of service in the maintenance and installation of traffic control devices. Approximately 25,000 signs were manufactured and distributed to the various sections and divisions for permanent installation. Eleven thousand line-miles of centerline and edgeline pavement markings were painted. This represented a total of approximately 6,500 roadway-miles striped. Plans and specifications were developed for 15 traffic signal projects, two major signing projects and 5 major lighting projects. The State-Federal Force Account Project for Signing of State Aid Highways was extended to Division II, leaving only Division I uncompleted.

Improvements are underway in several areas. Survey and updating of passing-no passing zones are continuing. Maintenance operations on electrical systems, flashing beacons, and street lighting are being continued. The use and evaluation of new, improved or alternate materials for signing and striping programs is being continued. New sign maintenance procedures were initiated in each Division. Production schedules were updated and revised in the sign shop to increase the number of signs manufactured. Traffic Division Engineers continue to carry out functional operations at the division level, including reviews of requests from other operating divisions and bureaus from within the Department, from other state and federal agencies as well as from municipalities and private citizens.

The Maintenance and Operations Division maintains 155 Safety/Rest Areas and approximately 115 turnouts throughout the State. Eleven of these areas are along the Interstate System, including three areas with permanent buildings. Also included is the Information Building and grounds at Kittery. A flush facility is maintained at the West Bath area on the northbound lane of Route 1. Providing additional and replacement equipment to areas was continued throughout fiscal year 1979. One area is currently being reconstructed in Calais, and it is anticipated that additional modern facilities will be provided on the Interstate through construction contracts.

Permit Section: The Permit Section, including the 7 Division Offices, issued to date a total of 18,388 Overlimit Permits for moving loads that exceeded the legal limits. A total of 758 Road Opening Permits were issued for repair work or for new utility installations. Eleven (11) Fuel Oil Delivery Vehicle Exempt Certificates and 63 Bulk Milk/Grain Exemption Certificates for Posted Roads were issued. Seven (7) Axle & Gross Weight Rating Certificates were issued. Also two (2) permits were issued to make transit moves for vehicles with studded tires.

Radio Operations Section: The Radio Operations Section is continuing its replacement program of outdated equipment as rapidly as funding permits. At the same time new, more compact radios are being added in Division I to more of the heavy plow trucks. Units will be able to be moved quickly from truck to truck as the need arises or can be removed from a truck and set up as a base station at any of the maintenance garages. Specifications were written and a bid was awarded to Motorola to replace all fixed station equipment for Division VI. One base station was added at Ossipee Hill to enhance communications to southern York County. Additionally, the base station and control equipment was replaced at the Augusta State Airport which is used for the maintenance operation. Both stations should be in operation by fall of 1979.

LICENSES, PERMITS, ETC.:

Right of Way Division
  Permit:
    Outdoor Advertising
    Utility Location
Maintenance and Operations Division
  Permit:
    Road Opening
    Driveway Entrance
    Overlimit (Height, Weight, Width, Length) Vehicles
    Studded Tires
  Certificate:
    Fuel Oil Exemption
    Axle and Gross Weight

PUBLICATIONS:

Commercial Vehicle Limit Pamphlet—no fee
Regulations and Instructions Governing Overweight and Overdimension—no fee
Limiting Structures on State and State Aid Highways (Available from Bureau of Administrative Services—$2.00; if mailed $3.00)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF HIGHWAYS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	37,170,133	195,032		36,975,101		
Bal Brt Fwd— Encumbered	9,741,975			9,741,975		
Revenue From Federal Govt	45,543,327				45,543,327	
Revenue From Local Govts	4,051,733			4,051,733		
Revenue—Private Sources	11,032			11,032		
Fees Charged For Services	269,290			269,290		
Receipts From Other Funds	91,790			91,790		
Legislative Approp/Alloc	72,076,437	100,000		71,976,437		
Adjustment of Balance Fwd	4,627,963			2,121,963	2,506,000	
Transfers—Non-Federal $	8,179,438			8,179,438		
TOTAL RESOURCES	181,763,118	295,032		133,418,759	48,049,327	
EXPENDITURES						
Salaries and Wages	25,834,544			25,834,544		
State Share of Retirement	3,001,423			3,001,423		
Prof Service, Not By State	1,665,229			1,665,229		
Other Prof. Serv., By State	420,408	1,357		419,051		
Travel Expenses, In-State	1,001,046	1,131		999,915		
Travel Expense, Out-State	8,674			8,674		
Operation—State Vehicles	5,010			5,010		
Utilities	393,199			393,199		
Rents	14,376,063	103		14,375,960		
Repairs	71,871			71,871		
Insurance	735,269	51		735,218		
General Operating Expense	291,244	1,785		289,459		
Food	—3,044			—3,044		
Fuel	36,790			36,790		
Other Supplies	128,801			128,801		
Highway Materials	10,751,719	631		10,751,088		
Grants to Local Govts.	4,410,572			4,410,572		
Grants to Pub & Priv Orgs	3,949			3,949		
Misc. Grants to Individual	1,326			1,326		
Pensions	73,428			73,428		
Land And Land Rights	2,208,514			2,208,514		
Buildings & Improvements	36,913			36,913		
Equipment Purchases	262,176			262,176		
Structures & Improvements	51,814,686			13,371,650	38,443,036	
Debt Retirement, Interest	7,216,387			7,216,387		
Trans. to Highway Fund	346	346				
Trans to Gen-Fund Sta-Cap	459,040			459,040		
TOTAL EXPENDITURES	125,205,583	5,404		86,757,143	38,443,036	

BUREAU OF WATERWAYS
RICHARD A. LUETTICH, DEPUTY COMMISSIONER

Central Office: *Telephone:* 289-2641
Location: Transportation Bldg., Augusta *Floor:* 3
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1981

Maine State Government Reference Manual Data:
Policy Area: 07; *Umbrella:* 17; *Unit:* 235; *Unit Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 61 *Permanent Legislative Count:* 70

Organizational Units:
Maine State Pier
State Ferry Service
Casco Bay Docks

PURPOSE: The Bureau of Waterways was established to implement the planned development of coastal resources, ports and harbors in the State of Maine by acquiring, constructing, operating and maintaining harbor facilities as may be necessary, and by operating and maintaining port facilities within the jurisdiction of the Department of Transportation.

Through the authority vested in the Commissioner of Transportation, the Bureau is authorized to generally foster the development of maritime activities in the State and provide for harbor development and the making of comprehensive surveys and plans for the use of port facilities, including piers and storage yards. The Bureau consults with and advises representatives of port communities and districts in the State as may desire to institute proceedings for local maritime and port development. Also the Bureau operates the Maine State Pier in Portland and maintains adequate piers in Casco Bay for the use of the authorized carrier to transport passengers and freight and operates the State Ferry Service which provides for the transportation of passengers and vehicles between three mainland points and five islands off the coast of Maine. Furthermore, the Bureau maintains certain wharves in Casco Bay for such ferry service; and promotes the advancement of waterborne commerce; and keeps informed as to present and future requirements of ocean shipping.

ORGANIZATION: The Bureau of Waterways was established by statute in 1972 as an administrative unit of the newly-created Department of Transportation. The Bureau assumed responsibility for all operations of the Maine Port Authority, which originated in 1929 and was made a unit of the Department also in 1972, except certain powers and duties relating to the development of Maine ports and facilities and the conduct of allied activities, which remained with the Authority.

PROGRAM: Proper attention is being directed toward improving the flow of import-export cargo through Maine ports, evaluating current capabilities to handle existing cargo, and developing plans for the design and construction of new and expanded port facilities. Cargo solicitation has concentrated on the movement of raw materials and finished products in the pulp and paper industry, while serious discussions continue in an effort to establish a cold storage-freezer warehouse at the Maine State Pier to handle fish, meats, and other frozen products. During the year, proposals were prepared and bids requested for use of buildings and property in Portland at the Maine State Pier for a freezer warehouse.

The Department completed a feasibility study of the development of cargo handling facilities at State of Maine ports. This study, along with several others, was designed to suggest alternatives regarding the implementation of an organized Port Development Program for Maine, with particular emphasis being placed on the handling and intermodal transhipment of fish and forest products. The Bureau continues to maintain a container and chassis pool in Portland, adding to the transhipment capabilities of the steamship companies and shippers operating within the State of Maine. Furthermore, the Department, in cooperation with the Department of Marine Resources and several Maine coastal communities, completed a comprehensive Fish Pier Development Program which identified the State's fish pier needs. Under the Phase 1 portion of this Program, 6 coastal communities, designated as priority locations, would either have a public commercial fish pier constructed or have improvements made to existing facilities.

During the calendar year 1978, the State Ferry Service transported 95,094 vehicles and 267,783 passengers between the three mainland and five island terminals. In addition, extensive rehabilitation of the timber cribwork at the Bass Harbor and Swan Island facilities was undertaken. Furthermore, the construction of a 36-vehicle parking/storage facility at the Lincolnville Terminal was completed. This facility, in addition to providing mainland parking for non-resident island visitors wishing only to picnic or hike/bike the Island of Isleboro, more importantly provides sufficient vehicle storage, thereby eliminating the historical hazardous vehicle conflicts which resulted during the summer months when vehicular backages from the terminal into Route 1 occurred.

PUBLICATIONS:

Ferry Service Sailing Schedules—no fee
Operating Practices and Policy of the Maine State Pier—no fee
Port Books of the Port of Portland and the Port of Searsport—no fee

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF WATERWAYS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	834,605	14,257				820,348
Bal Brt Fwd— Encumbered	2,929					2,929
Interest/Investment/Rents	74,402					74,402
Revenue From Federal Govt	212,280				212,280	
Revenue—Private Sources	12,997					12,997
Fees Charged For Services	691,127					691,127
Receipts From Other Funds	34,095					34,095
Legislative Approp/Alloc	922,130	922,130				
Adjustment of Balance Fwd	78,062				78,062	
Transfers—Non-Federal $	34,050	34,050				
TOTAL RESOURCES	2,896,677	970,437			290,342	1,635,898
EXPENDITURES						
Salaries and Wages	811,055					811,055
State Share of Retirement	94,772					94,772
Prof Service, Not By State	109,406					109,406
Other Prof. Serv., By State	68,401					68,401
Travel Expenses, In-State	25,567					25,567
Travel Expense, Out-State	1,282					1,282
Operation—State Vehicles	267,554					267,554
Utilities	38,469					38,469
Rents	25,446					25,446
Repairs	451,179	3,789			309,517	137,873
Insurance	131,132					131,132
General Operating Expense	21,528					21,528
Fuel	21,860					21,860
Other Supplies	18,144					18,144
Depreciation	21,931					21,931
Highway Materials	518					518
Grants to Local Govts	—117,092				—117,092	
Equipment Purchases	68					68
Debt Retirement, Interest	129,570					129,570
Chgs. To Asset/Liab. Accts.	252					252
Trans. to Enterprise Fund	906,180	906,180				
Trans. to Gen.-Fund Sta-Cap	22,005				3,249	18,756
TOTAL EXPENDITURES	3,049,227	909,969			195,674	1,943,584

BUREAU OF AERONAUTICS

RICHARD A. LUETTICH, DEPUTY COMMISSIONER
RICHARD P. DiPIETRO, Director

Central Office: *Telephone:* 289-3185
Location: Augusta State Airport, Augusta *Floor:* 2
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1972 *Sunset Review Required by:* June 30, 1981

Maine State Government Reference Manual Data:
Policy Area: 07; *Umbrella:* 17; *Unit:* 236; *Unit Citation:* 23 M.R.S.A., Sect. 4206

Average Count—All Positions: 11 *Permanent Legislative Count:* 12

Organizational Units:
Administrative Unit
Augusta State Airport
Executive Aircraft Unit
DeBlois Airstrip

PURPOSE: The Bureau of Aeronautics was established to promote public safety and advance the interests of aeronautics within the State of Maine by studying aviation needs. The Bureau assists and advises political subdivisions in the development of aeronautics by cooperating and coordinating with State, local, regional and federal agencies working toward the development of aeronautics within the State.

The Bureau is authorized generally to administer laws relating to aeronautics and to make rules and regulations concerning aeronautical activity in the State. The Bureau enforces and administers laws requiring the registration of aircraft, aircraft dealers, aircraft manufacturers and commercial and non-commercial airports and heliports. Furthermore the Bureau inspects said airports and heliports for compliance with State and federal laws and regulations, and supervises and controls all airports and aircraft owned by the State for the use of its departments and agencies. The Bureau can also exercise general supervision, direction and control over matters pertaining to the location, construction and maintenance of all airports supported in whole or in part, by State monies and approves the firing of rocket models. The Bureau sees to the furthering of education in aeronautics in the public school system and aides in the snow removal, repair and maintenance of airports statewide; and investigates all aircraft accidents and incidents in the State.

ORGANIZATION: The Bureau of Aeronautics originated in 1939 with the establishment of a three-member Maine Aeronautical Committee which was renamed Aeronautics Commission in 1941 and authorized to appoint an Aeronautical Director to serve as executive officer and administer aeronautical laws and enforce rules and regulations of the Commission. In 1949, the Commission became the Maine Aeronautics Commission with an expanded membership and authorization to elect its own chairman. In 1969, appointment of the Aeronautical Director was vested in the Governor, and the Commission was abolished and replaced with a Department of Aeronautics. In State Government reorganization of 1972, the Department was transferred to the new Department of Transportation as the Bureau of Aeronautics under the administrative direction of the Commissioner of Transportation.

PROGRAM: During the last fiscal year, the Bureau of Aeronautics continued the Department's progress in fulfilling the objectives of the 1977 Bond Issue for Capital Improvements to Airports. Working closely with the Federal Aviation Administration, over $4,802,000 dollars of Federal funds were received for improvements at Maine's municipally-owned airports.

The Department of Transportation, through its Bureau of Aeronautics, entered into a contractual agreement with the Federal Aviation Administration for the inspection of certain airports in Maine and for the Bureau's updating of airport Master Records.

The Bureau inspected 40 commercial airports, 4 seaplane bases, and 20 private airports; investigated 33 aircraft accidents; reimbursed 26% of the snow removal costs of 32 municipal airports for a total of $135,000.00; organized a flight instructor's seminar in conjunction with the Aircraft Owners and Pilots Association (AOPA); a statewide aviation "Listening Session" with top regional FAA officials; and coordinated the successful implementation of a temporary control tower at the Presque Isle Airport during the bud worm spraying project for the safety of airport operations. Furthermore, during the year 11 permits for the dispersal of chemicals by aircraft, 1 rocket launching permit, 686 aircraft registrations, 54 airport registrations, 16 seaplane base registrations and 31 aircraft dealer registrations were issued.

The Department of Transportation, through the Bureau of Aeronautics, has undertaken a federally-assisted Environmental Impact Assessment Report for the implementation of several improvements at the Augusta State Airport. This study will identify the impact, if any, proposed improvements at the airport will have upon the surrounding environment and provide recommendations to best ensure the airport's compatibility with it.

The Augusta State Airport continues to be one of the leading commercial airports in Maine, ranking third in overall airplane activities and fourth in passenger arrivals and departures. Bar Harbor Airlines, (a commuter air carrier) and Air New England (a Civil Aeronautics Board (C.A.B.) certified airline) offer scheduled passenger service to and from Boston, Mass. Total passengers arriving and departing the Augusta State Airport increased 20% last year and amounted to a total of 47,763; estimated total landings and take-offs by all aircraft amounted to nearly 70,000.

LICENSES, PERMITS, ETC.:

- Permit:
  - Dispersal of Chemicals by Aircraft
  - Firing or Launching of Rocket or Missile
  - Commercial Temporary Landing Area—Land
  - Commercial Temporary Landing Area—Seaplane
- Certificate:
  - Aircraft Registration
  - Certificated Air Carrier Airport Registration
  - Commuter Air Carrier Airport Registration
  - Commercial Registration—General Aviation I—Airport, Seaplane Base, Heliport
  - Noncommercial Registration—Heliport
  - Noncommercial Registration—General Aviation II—Airport, Seaplane Base
  - Airport Dealer's Registration—Franchise
  - Airport Dealer's Registration—Broker

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

BUREAU OF AERONAUTICS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	15,301		15,301			
Bal Brt Fwd— Encumbered	475	475				
Interest/Investment/Rents	3,361					3,361
Revenue From Federal Govt	55,545				49,472	6,073
Fees Charged For Services	77,982		6,227			71,755
Legislative Approp/Alloc	357,396	357,396				
Adjustment of Balance Fwd	—80	—80				
Transfers—Non-Federal $	7,659	7,659				
TOTAL RESOURCES	517,639	365,450	21,528		49,472	81,189
EXPENDITURES						
Salaries and Wages	135,555	68,574				66,981
State Share of Retirement	15,857	8,069				7,788
Prof Service, Not By State	39,036	1,393	109		34,914	2,620
Other Prof. Serv., By State	615	615				
Travel Expenses, In-State	3,996	3,996				
Travel Expense, Out-State	1,567	1,567				
Operation—State Vehicles	53,145	46,784	6,278			83
Utilities	14,236	4,629				9,607
Rents	21,041	721				20,320
Repairs	1,995	105				1,890
Insurance	4,867	1,664				3,203
General Operating Expense	6,280	6,243	37			
Fuel	10,636	2,788				7,848
Other Supplies	2,319	774	6			1,539
Highway Materials	658	191				467
Grants to Local Govts.	135,000	135,000				
Grants to Pub. & Priv. Orgs.	5,000	5,000				
Public Assistance Grants	30					30
Equipment Purchases	8,274				8,274	
Structures & Improvements	4,302		4,302			
Chgs. To Asset/Liab. Accts.	11,300					11,300
Trans. to Enterprise Fund	53,933	53,933				
Trans. to Gen.-Fund Sta-Cap	2,755		127		645	1,983
TOTAL EXPENDITURES	532,397	342,046	10,859		43,833	135,659

MAINE AERONAUTICAL ADVISORY BOARD

ROBERT B. DAVIS, CHAIRMAN

RICHARD P. DiPIETRO, Director, Bureau of Aeronautics

Central Office: *Telephone:* 289-3185
Location: Transportation Bldg., Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: March 27, 1978 *Sunset Review Required by:* June 30, 1981

Maine State Government Reference Manual Data:
Policy Area: 07; *Umbrella:* 17; *Unit:* 245; *Unit Citation:* 6 M.R.S.A., Sect. 302

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The board was established to advise the department on matters relating to aeronautics and to submit to the commissioner an annual report which includes recommendations for change to the aeronautical laws and comments upon the present and future needs of that service. Written reports and comments will be available to the public.

ORGANIZATION: The Maine Aeronautical Advisory Board, was created as a board within the Department of Transportation comprised of 5 members; one person from the Maine Airport Association; one person from the Maine Pilot's Association; and 3 persons appointed by the Commissioner of Transportation, one of whom shall not represent an interest in aviation. The members representing the aviation organizations shall be appointed by their respective board of directors and all members shall serve a term of office of 2 years. Vacancies in membership are filled in the same manner as the original appointment. The director of the Bureau of Aeronautics is an ex officio member of the board and serves as its secretary.

The board annually elects a chairman from among its members, and the chairman serves a term of one year. The board meets at the call of the chairman, or at the call of at least 3 members of the board, and there are at least 3 meetings held a year. Members serve without compensation or expenses.

PROGRAM: During FY 79 the Maine Aeronautical Advisory Board held four meetings on the following dates: November 28, 1978, January 29, March 19, and June 27, 1979. Copies of the minutes of these meetings are kept on file in the offices of the Bureau of Aeronautics.

Being its first year of existence the Board spent considerable time in becoming familiar with its role in relationship to the Department and in organizing its goal and objectives. Commissioner Mallar and Deputy Commissioner Luettich provided much of the guidance to the Board during its initial meetings with a sincere message at the outset that it was their hopes that the Board will assess the job being done by the Department in behalf of aeronautics in the state and in turn advise the Department as to where the job might be done better for the mutual achievement of goals.

During the first meeting of the Board Mr. Robert Davis was elected Chairman and shortly thereafter the Board's By-Laws were established. As its first objective the members determined that their efforts this year would be to research and study the feasibility of the establishment of a funding source for airport improvements through an aeronautical fund comprised of the various aviation use taxes collected by the state but which presently go to the state's general fund.

The Board was provided assistance through the Secretary and his staff who presented them with documentation and working reports upon which to determine possible alternatives. The Board has come close to the overall accomplishment of their goal and immediately prior to the end of this fiscal year felt confident that they would be able to present their recommendation to the Department.

Another issue in which the Board became involved was the Federal Aviation Administration's (FAA) proposed rule making relative to controlled visual flight rules. This issue caused them serious concerns and it was their recommendation that the Department take a firm stand against such action. The Board's recommendation was well received by the Department who went on record during the time provided for public comment as to the apparent impracticality and ineffectiveness over the short and long term of the FAA's proposal.

The Board looks forward to the next fiscal year and an even greater involvement in the matters which effect aviation in the State.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: This unit is not authorized to receive or expend funds.

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS

HARRY E. CUMMINGS, CHAIRMAN
SYLVESTER L. POOR, Secretary

Central Office: *Telephone:* 289-3236
Location: 65 Westwood Road, Augusta
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1935 *Sunset Termination Scheduled to Start by:* June 30, 1981

Maine State Government Reference Manual Data:
Policy Area: 07; *Umbrella:* 17; *Unit:* 322; *Unit Citation:* 32 M.R.S.A., Sect. 1301

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The State Board of Registration for Professional Engineers was established to protect the public through regulation of the practice of engineering in the State of Maine so as to maintain high professional standards. The Board is authorized to examine, certify and grant certificates to applicants who satisfactorily qualify as professional engineers or engineers-in-training in the State, upon payment of specified fees; to publish and distribute a roster of all registered professional engineers; to make rules and regulations not inconsistant with State laws relating to engineers; to investigate complaints of alleged violations of such laws, conduct hearings, subpoena witnesses and institute disciplinary action as warranted.

ORGANIZATION: The State Board of Registration for Professional Engineers, established in 1935, is composed of five professional engineers appointed from nominees recommended by the representative engineering societies of the State by the Governor and one representative of the public, who shall be appointed by the Governor for terms of five years. The Board annually elects from its membership a chairman, vice-chairman and a secretary. The latter may or may not be a member of the Board.

PROGRAM: During FY 79, a total of 225 applications for registration as Professional Engineer were received by the Board. Certificates of Registration were granted to 191 applicants. As of June 30, 1979, a total of 2,828 engineers were registered for the calendar year of 1979.

During the fiscal year, 215 applications for the Engineer-in-Training Certificates were received. Of this number 176 were seniors in the College of Engineering and Science at the University of Maine at Orono. Engineer-in-Training Certificates were granted to 137 applicants.

Two periods of written examinations are given each year by the Board, in November and in April. The November 3 and 4, 1978 examinations were given in Augusta with 38 professional engineer candidates and 25 engineer-in-training candidates attending. The April 6 and 7, 1979 examinations given in Augusta were attended by 62 professional engineering candidates and 25 engineer-in-training candidates. Also on April 7, 1979, the engineer-in-training examinations were given at Orono, at the University where 175 candidates attended.

The Board used the Uniform Written Examinations as provided by the National Council of Engineering Examiners (NCEE) for both the Fundamental (EIT) and the Principles and Practice (PE) examinations. These examinations are made available to the State Boards that desire to use them and are graded and returned by the National Council at cost. Boards of about 48 states and 5 territorial jurisdictions use these National Council examinations. This is an aid in attaining better uniformity in conducting comity among the several states.

The Board held four regular and one special meeting during FY 79. The dates of the regular meetings were July 13 and October 12, 1978, and February 8 and March 8, 1979. The special meeting on Sept. 14, 1978 was to discuss "Continuing Professional Competence" and to hear discussion relating to the registration of an applicant.

The Board invited 6 applicants to appear for oral interviews; 4 were granted registration as professional engineers. The Board employed the services of the office of the Attorney General in checking one alleged infringement of the engineering registration laws. All meetings of the Board were held in Augusta where attendance of members averaged four per meeting.

LICENSES, PERMITS, ETC.:

Registration:
- Professional Engineer
- Engineer-in-Training

PUBLICATIONS:

"Forty-third Annual Report With Roster of Professional Engineers" as of December 31, 1978 (free)

"Title 32, Revised Statutes of Maine, Chapter 19 Professional Engineers, Bylaws and Rules and Regulations of the State Board of Registration for Professional Engineers" (free)

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS	**TOTAL FOR ALL FUNDS**	**General Fund**	**Special Revenue Funds (incl Federal)**	**Highway Fund**	**Special Federal Funds**	**Misc. Funds**
RESOURCES						
Bal Brt Fwd—Unencumbered	29,867		29,867			
Bal Brt Fwd— Encumbered	3,665		3,665			
Licenses/Permits/Fees/Tax	2,975		2,975			
Fees Charged For Services	10,698		10,698			
TOTAL RESOURCES	47,205		47,205			
EXPENDITURES						
Prof Service, Not By State	12,926		12,926			
Travel Expenses, In-State	362		362			
Travel Expense, Out-State	2,487		2,487			
Utilities	656		656			
General Operating Expense	6,979		6,979			
Other Supplies	61		61			
Trans. to Gen.-Fund Sta-Cap	693		693			
TOTAL EXPENDITURES	24,164		24,164			

MAINE STATE FERRY ADVISORY BOARD

THOMAS B.A. GODFREY, CHAIRMAN

Central Office: *Telephone:* 289-2551
Location: Transportation Bldg., Augusta *Floor:* 3
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1975 *Sunset Review Required by:* June 30, 1981

Maine State Government Reference Manual Data:
Policy Area: 07; *Umbrella:* 17; *Unit:* 325; *Unit Citation:* 23 M.R.S.A., Sect. 4301

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Maine State Ferry Advisory Board was established to advise the Department of Transportation on matters relating to the State Ferry Service and shall submit to the Commissioner of Transportation an annual report which shall include recommendations for change to the State Ferry Service and comments upon the present and future needs of that service.

ORGANIZATION: The Maine State Ferry Advisory Board shall consist of one person from each of the island municipalities and plantations served by the State Ferry System and three members appointed by the Commissioner of Transportation.

PROGRAM: Members of the Maine State Ferry Advisory Board during FY 79 were: Thomas B. A. Godfrey, chairman—Vinalhaven; James S. Brown—North Haven; David B. Lunt—Long Island Plantation; Captain Gilbert Hall—Camden; Michael Durkee—Islesboro; James D. Gillespie—Swan's Island; David B. Benson—Southwest Harbor; and Ronald W. Green, Rockland.

A number of meetings were held during FY 79 with the major discussion at each session dealing with the Maine State Ferry Service Traffic Operations and Vessel Needs Study conducted for the Maine Department of Transportation by Fay, Spofford and Thorndike of Boston. Under this study, Fay, Spofford and Thorndike conducted a detailed traffic operations and vessel needs study of the scheduled services provided by the Maine State Ferry Service in Penobscot Bay. As part of that study, existing and anticipated future ridership on the five routes operated by the Ferry Service was analyzed; needed improvements to vessels, terminals and schedules were identified; and an improvement program was proposed for implementation by the Ferry Service between 1979 and 1990 to meet the identified needs on the various routes. The board is continuing to review and discuss the recommendations for improvement contained in the study report.

During FY 79 the board also spent considerable time studying and discussing recommendations for new Maine Ferry Service fares. A study by Gordon Fay Associates showed that the operating costs for the Ferry Service had gone up at a rate greater than the revenue collected. Consultants are studying different ways to reduce the total impact of new fares on island residents and place a larger burden on summer users. The board offered their suggestions regarding possible ways to accomplish that goal. As FY 79 ended, preparations were under way to implement a new fare schedule early in FY 80.

PUBLICATIONS: None

FINANCES, FISCAL YEAR 1979: The expenditures of this unit amounted to $160 in FY 79 and are, by administrative decision, included with those of Bureau of Waterways.

STATE BOARD OF REGISTRATION FOR LAND SURVEYORS

ROBERT S. SMITH, CHAIRMAN
THEODORE M. STONE, Secretary

Central Office: *Telephone:* 582-3443
Location: Sherburne St., So. Gardiner, Maine
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1967 *Sunset Termination Scheduled to Start by:* June 30, 1981

Maine State Government Reference Manual Data:
Policy Area: 07; *Umbrella:* 17; *Unit:* 360; *Unit Citation:* 32 M.R.S.A., Sect. 1671

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The State Board of Registration for Land Surveyors was established to protect the public through regulation of the practice of land surveying in the State of Maine so as to maintain high professional standards. The Board is authorized to conduct examinations and certify those persons qualified to hold the titles of Land Surveyor or Land Surveyor-in-Training; to verify credentials of applicants for a certificate; to keep a record of all applications for certificates as Land Surveyors; to keep a roster of the names and places of business of all registered land surveyors; to make rules and regulations, consistent with the laws of the State, as reasonably necessary for the proper performance of its duties; to conduct hearings and investigations upon receipt of complaints pertaining to land surveying; to institute disciplinary actions where warranted; and to revoke the certificate of any registered land surveyor who is found guilty of fraud, deceit, gross negligence, incompetency or misconduct.

ORGANIZATION: The State Board of Registration for Land Surveyors, established in 1967, consists of six land surveyors appointed by the Governor, for terms of five years. Members must have been actively engaged in land surveying for at least ten years immediately preceding appointment. The Board annually elects from its membership a chairman, vice-chairman and a secretary.

PROGRAM: The State Board of Registration for Land Surveyors meets four times a year to evaluate and act upon applications for registration. It conducts written examinations twice a year to determine the competency of the applicants. Prerequisites to taking the examination are five years of apprenticeship in land surveying or three years apprenticeship with academic training.

A Land Surveyor-in-Training examination is given twice a year. This is the first part of the Land Surveyor examination and includes the fundamentals and mathematics of surveying. It is designed for students who have completed a surveying curriculum or apprentices working with a registered Land Surveyor, in order to certify them in the first step toward registration.

During fiscal year 1979, 23 Land Surveyor applications were received and 18 were registered. The total number of registrants on 30 June 1979 was 1,057. Of this number 199 are non-state residents. Land Surveyor-in-Training applications during this period were 70. A total of 51 were certified which included applications from the previous year. There are now 430 certified Land Surveyors-in-Training. An increasing number of certificate holders are applying for Land Surveyor registration each year.

LICENSES, PERMITS, ETC.:

Registration:
- Land Surveying
- Land Surveyor-in-Training

PUBLICATIONS:

Roster, published annually, and distributed to all registered Land Surveyors and others upon request.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

STATE BOARD OF REGISTRATION FOR LAND SURVEYORS	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	565		565			
Fees Charged For Services	7,123		7,123			
TOTAL RESOURCES	7,688		7,688			
EXPENDITURES						
Prof Service, Not By State	5,281		5,281			
Travel Expenses, In-State	73		73			
Utilities	63		63			
General Operating Expense	843		843			
Other Supplies	111		111			
Trans. to Gen.-Fund Sta-Cap	396		396			
TOTAL EXPENDITURES	6,767		6,767			

PENOBSCOT BAY AND RIVER PILOTAGE COMMISSION

CAPTAIN H.L. WADLEIGH, CHAIRMAN
BERTRUM SNOW, Secretary

Central Office: *Telephone:* 594-4919
Location: P.O. Box 593, 16 Scott St., Rockland
Mail Address: P.O. Box 593, Rockland, Maine 04841

Established: 1969 *Sunset Termination Scheduled to Start by:* June 30, 1981

Maine State Government Reference Manual Data:
Policy Area: 07; *Umbrella:* 17; *Unit:* 387; *Unit Citation:* 38 M.R.S.A., Sect. 89

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Penobscot Bay and River Pilotage Commission was established to provide a system of state pilotage for the Penobscot Bay and River devoted to the preservation and protection of lives, property, and vessels entering or leaving these waters. The primary responsibilities of the Commission are to establish and determine qualifications and conduct examinations, upon payment of specified fees, of any person applying to act as a pilot in the waters of Penobscot Bay and River; to issue and renew licenses, upon payment of specified fees, and suspend or revoke any pilot's license in accordance with statutory requirements; to select only such number of pilots, not exceeding twelve, as are necessary to permit adequate pilotage in the Penobscot Bay and River; to establish rates of pilotage and collect pilotage fees for such vessels as are subject to such fees under law; to make, establish and enforce rules and regulations consistent with the law relative to all pilots licensed by the Commission and to parties employing such pilots; and to investigate, hear and decide complaints against any pilot or made by any pilot for any misbehavior or breach of rules and regulations.

ORGANIZATION: The Penobscot Bay and River Pilotage Commission, created in 1969, consists of three members appointed by the Governor, for terms of three years. One member must be a licensed pilot of the Penobscot Bay and River Pilots Association; one must represent the marine interest of Penobscot Bay and River industry; and one, with a marine background, must represent the public. Members of the Commission receive no compensation.

PROGRAM: During FY 79 the pilotage Commission held three meetings with all Commission members present. The Pilots Association requested an increase in rates and, since an increase had not been granted in nearly three years, the Commission voted an over-all increase in Pilotage rates of approximately 8½%. The Commission voted to reinstate the payment of 1% of the gross earnings of the Pilots Association into the Penobscot Bay & River Pilots fund. Inflation has dwarfed the present fund, making a much larger fund necessary in the event of any need for same.

LICENSES, PERMITS, ETC.:
License:
Pilot Ship in Penobscot Bay River

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The following financial display was generated from this unit's accounts as recorded in the files of the Bureau of the Budget's PLA-BAC system.

PENOBSCOT BAY AND RIVER PILOTAGE COMMISSION	TOTAL FOR ALL FUNDS	General Fund	Special Revenue Funds (incl Federal)	Highway Fund	Special Federal Funds	Misc. Funds
RESOURCES						
Bal Brt Fwd—Unencumbered	5,297		5,297			
TOTAL RESOURCES	5,297		5,297			

MAINE PORT AUTHORITY

ROGER L. MALLAR, PRESIDENT
DAVID H. STEVENS, Secretary

Central Office: *Telephone:* 289-2551
Location: Transportation Bldg., Augusta *Floor:* 3
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1951 *Sunset Review Required by:* June 30, 1981

Maine State Government Reference Manual Data:
Policy Area: 07; *Umbrella:* 17; *Unit:* 398; *Unit Citation:* 1929 P&SL, Chap. 114

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Maine Port Authority was established to initiate and implement programs which will encourage and assist in the development, expansion and utilization of ports and port facilities in the State of Maine. The Authority is authorized to acquire, construct and operate piers and terminal facilities within the State through the proceeds of the sale of revenue bonds; and to conduct other allied activities in connection with port development as deemed necessary or desirable within the purview of the Authority as defined by public law.

ORGANIZATION: The Maine Port Authority originated in 1929 with the creation of the Port of Portland Authority to acquire, construct and operate piers and terminal facilities at the Port of Portland. In 1951, the Authority received its present name and its powers were expanded to include jurisdiction over the port at Bar Harbor. At this time, ferry service was installed by the Authority between Bar Harbor and Nova Scotia. In 1957, the Authority was given responsibility for operation of a ferry line between the mainland and the towns of North Haven, Vinalhaven, Islesboro and Swan's Island, in conjunction with a new Advisory Committee of Ferry Service, consisting of seven members appointed by the Governor. In 1959, the State's ferry service was further extended to include Long Island Plantation and the islands of Casco Bay, and in 1969, the powers of the Authority were expanded to include jurisdiction over development of all ports within the State.

State Government reorganization of 1972 placed the Authority within the newly-established Department of Transportation and transferred its powers and duties, except those relating to development of Maine ports and facilities and the conduct of allied activities, directly to the Department under a new Bureau of Waterways.

The present Maine Port Authority consists of a board of five directors, including two appointed by the Governor, for terms of three years; one appointed by the City Council of Portland; and one appointed by the City Council of South Portland. The Commissioner of Transportation serves ex officio as the fifth member and president of the board. The directors elect a treasurer and such other officers as deemed necessary from among their number.

PROGRAM: The Maine Port Authority has a continuing interest in the potential development of all ports in Maine; and is available to participate in port activities where sound economic justification can be shown.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The expenditures of this unit are, by administrative decision, included with those of Bureau of Waterways.

TRAVEL INFORMATION ADVISORY COUNCIL

WILLIAM J. GINN, CHAIRMAN

Central Office: *Telephone:* 289-2391
Location: c/o Jack Brown, Div. of Rights-of-Way, Department of Transportation, Statehouse, Augusta, Me.
Mail Address: Statehouse, Augusta, Maine 04333

Established: October 1977 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 07; *Umbrella:* 92; *Unit:* 379; *Unit Citation:* 23 M.R.S.A., Sect. 1904

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The purpose of the Travel Information Advisory Council is to advise the Department of Transportation on the implementation of the Maine Travel Information Law, which provides for the removal of billboards along highways in the State of Maine, and the implementation of new sign systems and new means to provide tourist information in order to replace billboards.

ORGANIZATION: Travel Information Advisory Council has 8 members appointed by the Governor for two-year terms as follows: One representing the lodging industry, one representing the restaurant industry, one representing the recreational industry, one representing environmental organizations, one representing nonprofit historical and cultural institutions and one representing the general public. The Chairman of the Council is chosen by the Governor.

PROGRAM: The Advisory Council will be involved during 1980 in implementing the proposed program of off-premise business directional signs which will allow for a tasteful yet functional tourist information system throughout the state. The Council will also be involved in advising the Department of Transportation on the removal of billboards as specified in the statutes. Furthermore, the Council intends to work closely with the Maine Publicity Bureau in drafting a new approach to tourist and vacation services for the State of Maine, which will include not only the standardized directional signs, but new manned information centers, annotated maps, and unmanned information displays.

PUBLICATIONS: The Department of Transportation in conjunction with the Advisory Council has prepared regulations for off-premise business signs which are available from the Right of Way Division of the Department of Transportation.

FINANCES, FISCAL YEAR 1979: 23 M.R.S.A., Section 1925 provides that expenditures of this unit, which amounted to $5,000 in FY 79, shall be borne by the Department of Transportation. By administrative decision these expenditures are included with those of the Bureau of Highways.

MAINE-NEW HAMPSHIRE INTERSTATE BRIDGE AUTHORITY

ROGER L. MALLAR, COMMISSIONER OF TRANSPORTATION

Central Office: *Telephone:* 207-439-4128
Location: 46 Old Post Road, Kittery
Mail Address: P.O. Box 747, Portsmouth, N.H. 03801

Established: 1936-37 *Sunset Review:* Not Established

Maine State Government Reference Manual Data:
Policy Area: 07; *Umbrella:* 98; *Unit:* 419; *Unit Citation:* 1937 P&SL, Chap. 18

Average Count—All Positions: 15 *Permanent Legislative Count:* 0

PURPOSE: The Authority was created to construct, maintain, reconstruct, and operate an interstate toll bridge for vehicular, railroad, and other traffic over the Piscataqua River between Kittery, Maine, and Portsmouth, New Hampshire, and approaches and approach facilities thereto.

ORGANIZATION: The Authority consists of six members, three of whom, including the Commissioner of the Department of Transportation of the State of Maine, are appointed by the Governor of the State of Maine, and three of whom, including the Highway Commissioner of the State of New Hampshire, are appointed by the Governor of the State of New Hampshire with the advice and consent of the Council. The Authority is empowered to elect a Chairman, Vice Chairman, Treasurer, and Clerk from the membership.

The Maine-New Hampshire Interstate Bridge Authority is a body corporate and politic created by the laws of the States of Maine and New Hampshire and by a Compact entered into by said states which was consented to by the Congress of the United States.

PROGRAM: Throughout the year the Authority has maintained and operated the Maine-New Hampshire Interstate Bridge and its approaches.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: The State accounting records for FY 79 do not contain any accounts assigned to this unit.

VEHICLE EQUIPMENT SAFETY COMMISSION

ROGER L. MALLAR, STATE OF MAINE COMMISSIONER

Central Office: *Telephone:* 289-2581
Location: Transportation Bldg., Augusta *Floor:* 3
Mail Address: Statehouse, Augusta, Maine 04333

Established: 1963 *Sunset Review Required by:* June 30, 1981

Maine State Government Reference Manual Data:
Policy Area: 07; *Umbrella:* 98; *Unit:* 432; *Unit Citation:* 29 M.R.S.A., Sect. 1513

Average Count—All Positions: 0 *Permanent Legislative Count:* 0

PURPOSE: The Vehicle Equipment Safety Commission, an agency of the party states, is established to promote uniformity in regulation of and standards for equipment. Secure uniformity of law and administrative practice in vehicular regulation and related safety standards to permit incorporation of desirable equipment changes in vehicles in the interest of greater traffic safety is another function. A further responsibility is the provision of means for encouragement and utilization of research which will facilitate the achievement of the foregoing purposes.

Each party state obligates itself to give due consideration to any and all rules, regulations and codes issued by the Commission and hereby declares its policy and intent to be the promotion of uniformity in the laws of the several party states relating to equipment.

ORGANIZATION: The Vehicle Equipment Safety Commission is an agency of the party states. The Commission is composed of one commissioner from each party state. A commissioner may provide for the discharge of his duties and the performance of his functions on the Commission either for the duration of his membership or any lesser period of time by an alternate.

PROGRAM: The Vehicle Equipment Safety Commission on the national level was very active during 1979. At the state level input was provided both to request opinions as to proper safety equipment and to provide this State's opinion as to how national safety standards should be formulated. By being a member party, state opportunity is provided for local input into national rulemaking.

PUBLICATIONS: None.

FINANCES, FISCAL YEAR 1979: This unit is not authorized to receive or expend funds.

MAINE TURNPIKE AUTHORITY

DAVID H. STEVENS, SECRETARY-TREASURER

Central Office: *Telephone:* 207-797-7771
Location: 17 Bishop St., Portland
Mail Address: 17 Bishop St., Portland, Maine 04103

Established: 1941 *Sunset Review Required by:* June 30, 1981

Maine State Government Reference Manual Data:
Policy Area: 07; *Umbrella:* 99; *Unit:* 420; *Unit Citation:* 1941 P&SL, Chap. 69

Average Count—All Positions: 210 *Permanent Legislative Count:* 0

PURPOSE: This Authority was created to facilitate vehicular traffic in Maine by constructing, operating and maintaining the turnpike.

ORGANIZATION: The Authority consists of 4 members plus the commissioner of the Department of Transportation who is an ex officio member. These 4 members are appointed by the Governor. The Governor appoints a chairman from this group of 4. The Authority is empowered to elect a secretary-treasurer and an executive director.

The Maine Turnpike Authority is a body both corporate and politic. It is therefore an independent agency not part of State government created by the Legislature.

PROGRAM: Throughout the year the Authority has maintained and operated the Turnpike through its collection of tolls.

LICENSES, PERMITS, ETC.:

The Maine Turnpike Authority issues several permits which authorize oversize loads and overlimit loads. The fee for either of these two types of permits is $10.00.

PUBLICATIONS:

Maine Turnpike *Rules & Regulations* Governing the use of Turnpike

FINANCES, FISCAL YEAR 79: The Bureau of the Budget does not maintain comprehensive fiscal data relative to this unit.

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DIRIGO
MAINE

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